

Request to Transfer Departmental Budget Dollars to another category

Effective October 1, 2015 (Resolution # 15-2292), the City Administrator must pre-approve all transfers of departmental budget dollars if the transfer is between different categories. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) and submit to the City Administrator. Once the request is approved, a Resolution item must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head	<u>Joey Darby</u>	_____
Department	<u>Fire</u>	Signature
Date Submitted	<u>12/22/2023</u>	
Budget Category	<u>From Capital purchases</u>	<u>To Operational account</u>

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for transfer:

We are upgrading all the Knox key secure units on our apparatus. The cost for each unit with installation is less than our capital item threshold. Our Capital item resquest was for \$17,000. We are requesting to transfer this amount into our line item budgets for purchasing

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$15,150.79</u>	<u>100-2020-5100</u>	<u>100-2020-6053</u>
<u>\$1,298.00</u>	<u>100-2020-5100</u>	<u>100-2020-6041</u>
_____	_____	_____
_____	_____	_____
<u>\$ 16,448.79</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *******