

## Request to Transfer Departmental Budget Dollars within a category

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

### Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head \_\_\_\_\_

Department \_\_\_\_\_

Budget Category \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

Signature & Date

### Reason for transfer:

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Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
	- Total Amount to Transfer Between Accounts.	

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### Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature

Date

Budget Adjustment Posted

Signature

Date

## **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.

**Instructions:**

Complete items below 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>Leslie Gahagan</u>				
Department	<u>Environmental</u>				
Date Submitted	<u>20-May-16</u>				
Budget Category	<table> <tr> <td>From</td> <td>To</td> </tr> <tr> <td><u>Operational</u></td> <td><u>Capital Projects</u></td> </tr> </table>	From	To	<u>Operational</u>	<u>Capital Projects</u>
From	To				
<u>Operational</u>	<u>Capital Projects</u>				
If Personnel Accounts, Approval from Human Resources Director is required.					
<hr/> Signature & Date					

Reason for transfer:

Additional Cost for Transformer from Baldwin EMC that was not included in bid package; Change order will reflect

\$6,467.69	01-630-2010	12-665-7342 R18
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
6,467.69	Total Amount to Transfer Between Categories.	

### Approval by City Administrator

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Finance Department Use Only:**

### Budget Adjustment Posted:

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### Resolution #

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**Signature**

Date

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

## Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

### Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head \_\_\_\_\_

Department \_\_\_\_\_

Budget Category \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

\_\_\_\_\_  
Signature & Date

### Reason for Increase:

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Amounts of Funds Needed

Account Number & Name

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

Approval by City Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approval by Council President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Finance Department Use Only:**

Budget Adjustment Posted:

\_\_\_\_\_  
Resolution #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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