

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

Department

Date Submitted

Budget Category

From

To

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

Signature & Date

Reason for transfer:

Amounts to Transfer

From (Account Number & Name)

To (Account Number & Name)

8,000

100-5030-5100

100-5030-6053

Capital

Small Tools

\$ 8,000

Total Amount to Transfer Between Categories.

Approval by City Administrator

Signature

Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date