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	Darrell Russell Swill August	
Department	Public Works & Sanitation	
Budget Category	Personnel	
Date Submitted	7/6/2021	· ·
If Personnel Accounts, Approval fi	om Human Resources Director is required.	Sugar Telle U/r.
Reason for transfer:		Signature & Date
Sanitation Dept. has not been able	to utilize the Contract Labor account for FY21	as a result of safety & distancing
precaustions due to COVID and du	e to the fact Public Works is in need of a full-ti	me office position as opposed to a
temporary position, this transfer rec	quest will aide in funding a new permanent full-	time Administrative Assistant I
Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$5,000	100-4010-5003 Contract Labor-Sanita	100-1060-5000 Salaires-Public Works
		Too Too South Conditions I table Works
\$		
\$		
\$		
\$ 5,000.00	Total Amount to Transfer Between Accounts.	
	Finance Department Use Only:	ا بیده در نمین در بیده در نمین در بیده به مینان در مینان در اینان در اینان در اینان در اینان در اینان در اینان
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 m	ust be
submitted in Legistar requesting the Mayor and Council to amend the budget.	

Department Head		Darrell Russell Suntil Russell	
Department		Public Works & Sanitation	-
Date Submitted		7/6/202	<u>1</u>
D 1 + G +		From	То
Budget Category		Capital	Personnel
If Personnel Accounts, Ap	proval fro	m Human Resources Director is required.	Signature & Date 4/17/21
Reason for transfer:			3,8,111,11
Sanitation Dept. is unable	to comple	te its capital purchase for the FY21 as a resu	lt of supply issues resulting from
COVID, and due to the fa	ct that the	Public Works Dept. is in need of a full-time	office posiiton, as pooposed to a
full-time temporary office	position, t	the Public Works & Sanitation Depts request	s to transfer funds between departments
to fund a new permanent f	ull-time A	dministrative Assistant I in Public Works eff	fective July 20.2021
Amounts to Transfer		From (Account Number & Name)	To (Account Number & Name)
\$	770.00	100-4010-5100 Capital Purchases	100-1060-5000 Salaries-Public Works
\$	445.00	100-4010-5100 Capital Purchases	100-1060-5004 Payroll Tax-PW
\$	260.00	100-4010-5100 Capital Purchases	100-1060-5007 Retirement-PW
\$	20.00	100-4010-5100 Capital Purchases	100-1060-5008 Workers Comp-PW
\$			
\$ 1	,495.00	Total Amount to Transfer Between Categorie	es.
	. — . — .		
Approval by City Adminis	trator	My Row	6/18/21
		Signature	Date Date
· n — n ~ m n — n — n — n — .	er seem se seem se s		
Dudget Adlanta Day		Finance Department Use Only:	
Budget Adjustment Posted	:		
Resolution #		Signature	Date

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