

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 Leslie Gahagan
Department Environmental
Budget Category _____

Date Submitted _____

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)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ _____ - Total Amount to Transfer Between Accounts.

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. 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 Leslie Gahagan _____
Department Environmental _____ Signature

Date Submitted _____
From _____ To _____
Budget Category _____

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)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\$ _____ - 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 *******

Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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 Transferring Department	<u>Leslie Gahagan</u> <u>Nature Parks</u>	_____	Signature
Department Head Receiving Department	<u>Leslie Gahagan</u> <u>Environmental</u>	_____	Signature
Date Submitted	_____	<u>12/14/2023</u>	
Budget Category	From <u>Operating</u>	To <u>Operating</u>	

Reason for transfer:

Environmental received approval to purchase a truck through the state contract list for \$37,018.

The truck was no longer available, so the next available truck was \$42,085 after delivery.

Nature Parks received approval for a truck purchase up to \$45,000.

Nature Parks purchased a truck through bidding for \$39,300.

We would like to transfer \$5067 from Nature Parks capital purchase to Environmental capital purchase.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$5,067</u>	<u>100-5090-5100 NP Capital Purchase</u>	<u>100-2040-5100 Env Capital Purchase</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>\$ 5,067.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

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 *******

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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

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 _____

Signature

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

Signature & Date

Reason for Increase:

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 *******