

## 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	David Thompson	
Department	Foley Sports Tourism	Signature
Date Submitted	10/26/2021	
Budget Category	From Capital Projects	To Capital Purchase

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

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

### Reason for transfer:

The volleyball net system is actually a capital purchase and not a capital project.

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\_\_\_\_\_  
\_\_\_\_\_

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$15,000	100-8000-8020	100-5040-5100
Remove	400-1012-4810 transfer	
\$ 15,000.00	Total Amount to Transfer Between Categories.	

Approval by City Administrator

  
\_\_\_\_\_  
Signature

10/26/21  
\_\_\_\_\_  
Date

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

Budget Adjustment Posted:

Resolution #	Signature	Date
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