

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.

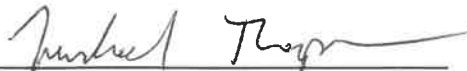
Signature & Date _____

Reason for transfer:

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

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$15,000</u>	<u>100-8000-8020</u>	<u>100-5040-5100</u>
<u>Remove</u>	<u>400-1012-4810 transfer</u>	_____
_____	_____	_____
_____	_____	_____
<u>\$</u> <u>15,000.00</u>	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 _____