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: Miriam Boutwell
Department: CDD
Budget Category: Operating

Date Submitted: 2/17/2020

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

Signature & Date

Reason for transfer:

Requests to move $1,000 from Travel & Training - Planning and Zoning to pay for $1,000 match for AHC NAPC Forum grant.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
$1,000	100-2031-6055 Travel & Training P&Z	100-2034-6026 AHC Grant Exp

$ 1,000.00 Total Amount to Transfer Between Accounts.

Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature | Date

Budget Adjustment Posted

Signature | Date