

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

Department

Budget Category

Date Submitted

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

Signature & Date

Reason for transfer:

To pay for additional shelving, furniture etc. throughout remaining physical year

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

SignatureDate

Budget Adjustment Posted

SignatureDate

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 must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head

Department

Date Submitted

From

To

Budget Category

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

Signature & Date

Reason for transfer:

To extend intern program in Genealogy Dept.

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 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.

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	John A. Jackson
Department	Library
Budget Category	Library Fund (201)
Date Submitted	5/22/2020

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

Signature & Date

Reason for Increase:

Donation from Friends of the Library to purchase shelving.

Amounts of Funds Needed	Account Number & Name
\$4,800.00	201-5021-6053 (Small Tools)
\$ (4,800.00)	201-5021-4651 (Donation Revenue)
\$	

Approval by City Administrator

Signature Date

Approval by Council President

Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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