

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	Nature Parks/Preserves	Signature
Date Submitted	02/23/2022	
Budget Category	From Transfers	To Nature Parks/Preserves

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

Signature & Date

Reason for transfer:

It was determined that this is a maintenance project and not a capital project. Budget funds need to be moved from the Transfers to Capital Projects account to the Nature Parks/Preserves Maintenance account. Also, the same budget amount needs to be removed from the Capital Projects Fund - Transfers from General Fund account to remove it from the Capital Plan.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$20,000	100-8000-8020 Trans to CPF	100-5090-6010 Nature Park Maint
\$20,000	400-1012-4810 Trans fr Gen Fd	N/A (remove from capital plan)
\$	-	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 *****