

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

Leslie Gahagan
Environmental Mgmt

Date Submitted

3/25/16

Budget Category

From
Misc/other

To
Personnel

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

Sandra Pate 3/25/16

Signature & Date

Reason for transfer:

Need add'l labor at Nature Preserve and this will help pay
for extra and/or temp labor.

Amounts to Transfer

\$ 3,500
\$
\$
\$
\$
\$
\$

From (Account Number & Name)

630-8151 Habitat Mgmt

To (Account Number & Name)

630-1015 Part Time Salaries

- Total Amount to Transfer Between Categories.

Approval by City Administrator

Michael Thom
Signature

3/28/16
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****