

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

Leslie Gahagan

Department

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 Tate 3/25/16
Signature & Date

Reason for transfer:

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

Amounts to Transfer

\$ 3,500

From (Account Number & Name)

630-8151 Habitat Mgmt

To (Account Number & Name)

630-1015 PartTime Salaries

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____ - Total Amount to Transfer Between Categories.

Approval by City Administrator

Michael Thorne
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 *****