

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	Leslie Gahagan
Department	Nature Parks
Budget Category	
Date Submitted	

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

Signature & Date

Reason for transfer:

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

Leslie Gahagan

Department

Date Submitted

From

To

Budget Category

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

Signature & Date

Reason for transfer:

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	Leslie Gahagan
Department	Nature Parks
Budget Category	Operating
Date Submitted	2/11/2019

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

Signature & Date

Reason for Increase:

Boulder for Improvements in Butterfly Garden; \$1500 from capital project plan; Allocate up to \$5000

Friends of Preserve and Volunteers will complete other improvements to create the large amenity for Graham Creek

Amounts of Funds Needed	Account Number & Name
\$ 6,500.00	100-5090-5100 Nature Parks Capital Purchase
\$	
\$	

Approval by City Administrator

Signature	Date
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Approval by Council President

Signature	Date
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Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN LEGISTAR *****