

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 David Thompson
Department Sports Tourism
Budget Category Personnel

Date Submitted 11/2/2020

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

Signature & Date

Reason for transfer:

The Sports Tourism Department would like to fill the position of Event Coordinator sooner than budgeted in the FY21
budget to prepare for a leave of absence

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$4,418</u>	<u>100-5040-5001 Overtime</u>	<u>100-5040-5000 Salaries</u>
<u>\$338</u>	<u>100-5040-5001 Overtime</u>	<u>100-5040-5004 Payroll Tax</u>
<u>\$ 198.00</u>	<u>100-5040-5001 Overtime</u>	<u>100-5040-5007 Retirement</u>
<u>\$ 163.00</u>	<u>100-5040-5002 Part-Time Salaries</u>	<u>100-5040-5008 Workers Comp</u>
<u>\$</u>	<u></u>	<u></u>
<u>\$</u>	<u></u>	<u></u>
<u>\$ 5,117.00</u>	<u>Total Amount to Transfer Between Accounts.</u>	

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Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature

Date

Budget Adjustment Posted

Signature

Date