

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 Brenda Shambo, Recording Secretary
Department Revitalization & Beautification Board

Date Submitted 11/12/2020

Budget Category From Operational To Personnel

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

Suzanne Williams 11/12/2020
Signature & Date

Reason for transfer:

Two Municipal Complex employees worked overtime hours to assist with installing Christmas décor throughout the City. The Beautification Board would like to reimburse the Municipal Complex's Overtime Account for this work.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ <u>731.93</u>	<u>100-5080-6048 Miscellaneous Exp</u>	<u>100-1020-5001 Overtime-Muni Cplx</u>
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ <u>731.93</u>	<u>Total Amount to Transfer Between Categories.</u>	

Approval by City Administrator

Julie Rayner
Signature

11/12/2020
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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