


## 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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

### Instructions:

Complete items below (including directors signature) 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	<u>Thurston Bullock</u>	<u></u>
Department	<u>Foley Police Department</u>	Signature
Date Submitted	<u>11/15/2021</u>	
Budget Category	From <u>Small Tools</u>	To <u>Capital Purchase</u>

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

Signature & Date

### Reason for transfer:

Savage Bullet Trap was not approved in the FY22 capital purchase budget and is a single item over \$5000.00 therefore making it a capital purchase item.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$7,495.00</u>	<u>Small Tools 100-2010-6053</u>	<u>Capital Purchase 100-2010-5100</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u>\$ 7,495.00</u>	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 \*\*\*\*\*