

Request to Transfer Departmental Budget Dollars to another Department

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 departments. 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 Transferring Department	Brenda Shambo & Katy Taylor Revitalization & Beautification Board	<u>Brenda W. Shambo / Katy Taylor</u> Signature
Department Head Receiving Department	Pam Harris Municipal Complex	<u>Pam Harris</u> Signature
Date Submitted	11/18/2019	
Budget Category	From Operational	To Personnel

Reason for transfer:

Two Municipal Complex employees worked on a weekend to assist with the installation of Christmas décor, which caused them to both earn Overtime pay. The RBB wishes to reimburse the Municipal Complex Overtime account for the total overtime cost incurred.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ 505.47	100-5080-6180 Small Tools-Décor/Lights	100-1020-5001 Municipal Complex OT
\$ 505.47	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Mick Thompson
Signature

11/18/19
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

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