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	Miriam Boutwell	
Department	Community Development	
Date Submitted	1/27/2018	
Budget Category	From 615-4010	To 615-1011
If Personnel Accounts, Approval fro	m Human Resources Director is required.	Signature & Date
Reason for transfer:	alian a account 40 h account in and out a leasure continuit of	for Sandra Pate
	orking over 40 hours in order to keep up with the hote, they do try to offset but then the work by	
often an option.	A note, they do try to onset but then the work t	backs up even more so that is not
Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$1,000	615-4010 Building_Ground Maintenance	615-1011 Overtime
\$		
\$	S	
\$		
\$ 1,000.00	Total Amount to Transfer Between Categories.	
Approval by City Administrator	All Troys Signature	1 29 18 Date
Budget Adjustment Posted:	Finance Department Use Only:	
Resolution #	Signature	Date

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