

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 Lai Danna Hinesley
Department Marketing
Date Submitted March 27, 2018

Budget Category personnel salary

To building maintenance
Sandra Pato 3/27/18
Signature & Date

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

Reason for transfer:

There are currently not enough funds in the depot building maintenance account to cover repairs and painting for the building.

This reduces the amount to be transferred from Beautification to \$5,000, still giving the \$7,000 total needed
Amounts to Transfer From (Account Number & Name) To (Account Number & Name)

\$ <u>2,000.</u>	<u>100-623-1015</u>	<u>100-623-4010</u>
\$		
\$		
\$ <u>2,000.</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Wade Thompson 3/27/18
Signature Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____ Signature _____ Date _____

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