

## 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 LaDonna Hinesley  
Department Marketing

Date Submitted 30-Jul-18

Budget Category From Part-time Salaries - Depot Musuem To Smalltowns  
Building/Grounds Maintenance Depot

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

Sandra Rute 7-30-18  
Signature & Date

### Reason for transfer:

Office section of depot needs to be repainted. Ceilings, walls and floors.

Smalltowns furniture needed for display INT

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$5,000	100-5061-5002	100-5061-6010 <u>SL</u>
\$ <u>4,000</u>	<u>100-5061-<del>5000</del> 5002</u>	<u>100-5061-6053</u> <u>SL</u>
\$		
\$		
\$		
\$		
\$ <u>9,000.00</u>	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Michael L. Thayer  
Signature

7/30/18  
Date

### Finance Department Use Only:

Budget Adjustment Posted:

Resolution # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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