

## 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 Sue Steigerwald/Miriam Boutwell

Department Gen Gov/CDD

Date Submitted 10/1/2018

	From	To
Budget Category	<u>Gen Gov - Operational</u>	<u>CDD - Operational</u>

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

\_\_\_\_\_  
Signature & Date

### Reason for transfer:

Moving Main Street cost to Miriam's department since she is over all cost related to this project.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$ 63,500.00</u>	<u>100-1010-6020 Professional/Consulting</u>	<u>100-2030-6175 Maint Street Expense</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>\$</u>	<u></u>	<u></u>
<u>\$ 63,500.00</u>	<u>Total Amount to Transfer Between Categories.</u>	

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 \*\*\*\*\***



Miranda Bell <[mbell@cityoffoley.org](mailto:mbell@cityoffoley.org)>

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## Re: Main Street Budget

1 message

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**Michael Thompson** <[mthompson@cityoffoley.org](mailto:mthompson@cityoffoley.org)>  
To: Miranda Bell <[mbell@cityoffoley.org](mailto:mbell@cityoffoley.org)>  
Cc: Sue Steigerwald <[ssiegerwald@cityoffoley.org](mailto:ssiegerwald@cityoffoley.org)>

Wed, Sep 12, 2018 at 11:32 AM

No let's do it the easy way!

Mike

On Wednesday, September 12, 2018, Miranda Bell <[mbell@cityoffoley.org](mailto:mbell@cityoffoley.org)> wrote:

It would require changing the entire budget book, but if you want I can do it that way. I will have to check with Katy to make sure I have time before she publishes the agenda.

***Miranda Bell***

City of Foley

Accountant/Asset Manager

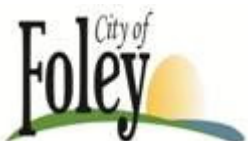
407 East Laurel Avenue

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Foley, AL 36536

(P) 251-943-1546 Ext. 136 (F) 251-970-2144

[mbell@cityoffoley.org](mailto:mbell@cityoffoley.org)



On Wed, Sep 12, 2018 at 10:33 AM Michael Thompson <[mthompson@cityoffoley.org](mailto:mthompson@cityoffoley.org)> wrote:

Is it to late to just change the budget since they have not yet approved it? Or is your method the easiest route?

Mike

On Wednesday, September 12, 2018, Miranda Bell <[mbell@cityoffoley.org](mailto:mbell@cityoffoley.org)> wrote:

Mike,

Since Miriam is over the expenses related to the Main Street initiative it would be much easier if the account these items are coded to is included in her department. We have spoke with her and she is okay with this idea. I have prepare a budget transfer form (attached) and we will move the FY 19 budget at the first meeting in October, if you are okay with this.

Thanks and let me know if you need anything else or if you have any questions!

***Miranda Bell***

City of Foley

Accountant/Asset Manager

407 East Laurel Avenue

PO Box 1750

Foley, AL 36536

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9/12/2018

City of Foley Mail - Re: Main Street Budget

[mbell@cityoffoley.org](mailto:mbell@cityoffoley.org)

