

Request to Transfer Departmental Budget Dollars within a category

Effective October 1, 2015 (Resolution # 15-2292), the Finance Director can approve departmental budget transfers between accounts within a category. Categories consist of Personnel and Operational expenses.

Instructions:

Complete items below and submit to the Finance Director/City Treasurer. Once the request is approved, the form will be used to enter the budget adjustment. After the budget adjustment is posted the department will be notified via email with a copy of this form.

Department Head John A. Jackson
Department Library
Budget Category Library Fund (201)

Date Submitted 9/26/2018

*Post 10/1/18.
FY 19
Budget*

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

Signature & Date

Reason for transfer:

Funds needed to fulfill local match amount of \$2,500.00 for FY19 LSTA Grant of \$10,000.00.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$2,500.00	201-5021-6169 (Books)	201-5021-6190 (LSTA Grant Expense)
\$		
\$		
\$		
\$		
\$		
\$		
\$ 2,500.00	Total Amount to Transfer Between Accounts.	

Finance Department Use Only:

Approval by Finance Director/City Treasurer

Ben Stenzel
Signature

9/26/18
Date

Budget Adjustment Posted

Signature

Date