

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head John A. Jackson
Department Library
Budget Category 201-5021-6190 (LSTA Grant Expense)
Date Submitted 9/26/2018

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

Reason for Increase:

To fulfill LSTA Grant Award of \$10,000.00 and local funds match of \$2,500.00. Grant total of \$10,000.00 will be reimbursed through grant funds. Local match will be transferred from 201-5021-6169.

Table with 2 columns: Amounts of Funds Needed, Account Number & Name. Rows include \$10,000.00 for LSTA Grant Expense and \$10,000.00 for Grant Revenue.



Approval by City Administrator
Signature
Date

Approval by Council President
Signature
Date



Finance Department Use Only:

Budget Adjustment Posted:
Resolution #
Signature
Date

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