

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	<u>Pam Harris</u>	
Department	<u>Senior Center</u>	
Date Submitted	<u>3/11/19</u>	
Budget Category	<u>From</u> <u>Operational</u>	<u>To</u> <u>Capital</u>

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

Signature & Date

Reason for transfer:

Need to transfer \$3,000 from operational to cover additional cost of capital purchase.

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
<u>\$3,000.00</u>	<u>100-5070-6032 Vehicle maint</u>	<u>100-5070-5100 Capital Purchase</u>
_____	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$</u>	_____	_____
<u>\$3,000.00</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 *****