

## 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. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

### 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

LaDonna Hinesley

Department

Depot Museum

Budget Category

Operational

Signature

Date Submitted

4/25/19

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

Signature & Date

### Reason for Increase:

Awarded \$2,500.00 for AL Bicentennial Grant. Requesting increase of \$2,500.00 to consultant / professional fees expense account and AL Bicentennial Grant revenue account. Resulting in net zero impact to the budget.

Amounts of Funds Needed

Account Number & Name

\$2,500.00

100-5060-6020 Consultant/Professional Fees

\$2,500.00

100-5060-4300 AL Bicentennial Grant

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 \*\*\*\*\*

## Logan Eberly

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**From:** Wayne  
**Sent:** Thursday, April 25, 2019 3:43 PM  
**To:** Logan Eberly  
**Subject:** RE: Budget Increase Form

I good, who can argue with a zero net impact

Wayne

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**From:** Logan Eberly <leberly@cityoffoley.org>  
**Sent:** Thursday, April 25, 2019 2:32 PM  
**To:** Wayne <wtrawick@trawickb.com>  
**Subject:** Budget Increase Form

Good Afternoon Mr. Trawick,

May I please get your approval on the attached budget increase form for LaDonna? We received a grant from the Alabama Bicentennial Commission and are increasing the revenue and expense accounts for \$2500. This will be a zero net impact to the budget.

Thank you,  
**Logan Eberly**  
City of Foley  
Grants & Special Agreements Administrator  
407 East Laurel Avenue  
PO Box 1750  
Foley, AL 36536  
(P) 251-970-1867 (F) 251-952-4014  
[leberly@cityoffoley.org](mailto:leberly@cityoffoley.org)

