

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 Miriam Boutwell
Department Community Development
Budget Category Capital Purchase
100-2032-5100
Date Submitted

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

Signature & Date

Reason for transfer:

CDD Inspectors determined it was more efficient to utilize multiple digital electronic monitors for plan review instead of purchasing 1 Iplan table to share. Also, CDD is moving to a new building and needs to utilize the remaining funds for cost associated with the move.

Table with 3 columns: Amounts to Transfer, From (Account Number & Name), To (Account Number & Name). It lists a transfer of \$11,000.00 from 100-2032-5100 Capital Purchases Insp to various accounts including 100-2030-6010 Bldg/Ground Maint, 100-2031-6053 Small Tools P&Z, 100-2032-6053 Small Tools Insp, and 100-2032-6048 Misc Insp. A total amount to transfer of \$11,000.00 is also noted.

Finance Department Use Only:

Approval by Finance Director/City Treasurer

Signature Date

Budget Adjustment Posted

Signature Date