

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

Department

Budget Category

Date Submitted

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

Signature & Date

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ -	Total Amount to Transfer Between Accounts.	

Finance Department Use Only:

Approval by Finance Director/City Treasurer

SignatureDate

Budget Adjustment Posted

SignatureDate

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

Instructions:

Complete items below (including directors signature) 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	_____	_____
Department	_____	Signature
Date Submitted	_____	
	From	To
Budget Category	_____	_____
If Personnel Accounts, Approval from Human Resources Director is required.		_____
		Signature & Date

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
\$ _____ -	Total Amount to Transfer Between Categories.	

Approval by City Administrator

_____	_____
Signature	Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****

Request to Transfer Departmental Budget Dollars to another Department

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 departments. Categories consist of Personnel, Capital Equipment and Operational expenses. After the City Administrator gives approval, the request must go to council for their approval. Form must be provided to City Clerk, so she can obtain signatures at the council meeting.

Instructions:

Complete items below (including directors signature) 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 Transferring Department		Signature
Department Head Receiving Department		Signature
Date Submitted		
	From	To
Budget Category		

Reason for transfer:

Amounts to Transfer	From (Account Number & Name)	To (Account Number & Name)
\$ -	Total Amount to Transfer Between Categories.	

Approval by City Administrator

Signature	Date
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Finance Department Use Only:

Budget Adjustment Posted:

Resolution #	Signature	Date
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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	<u>Leslie Gahagan</u>	
Department	<u>Environmental</u>	Signature
Budget Category	<u>Capital Purchase</u>	
Date Submitted	<u>15-Jun</u>	

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

Signature & Date

Reason for Increase:

Existing mosquito sprayer is broken with repairs expected to take several weeks. Sprayer is towards the end of its
service life as well. The backup sprayer is not adequate to handle the exclusive use. A new sprayer was in the budget
for FY21, but we may not be able to continue mosquito spraying for this year with the current equipment.

Amounts of Funds Needed	Account Number & Name
\$ 8,200.00	100-2040-5100 - Capital Purchases

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 *****