

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 |
|--------------|-----------|------|

\*\*\*\*\* 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<br>Department |      | Signature |
| Department Head Receiving<br>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 |
|-----------|------|

Finance Department Use Only:

Budget Adjustment Posted:

|              |           |      |
|--------------|-----------|------|
| Resolution # | Signature | Date |
|--------------|-----------|------|

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

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 |  |           |
| Department      |  | Signature |
| Budget Category |  |           |
| Date Submitted  |  |           |

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

Signature & Date

Reason for Increase:

| Amounts of Funds Needed | Account Number & Name |
|-------------------------|-----------------------|
|                         |                       |
|                         |                       |
|                         |                       |
|                         |                       |

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 \*\*\*\*\*