CITY OF APPLETON **BUDGET AMENDMENT REQUEST Budget Year 2019**

Budget Description		Business Unit	Acct. No.	Acct No.	Subledger No.	Transfer Amount
Other Reimbursements: BMO Do	nation	16021	503500	3955		\$ 9,500.00
Children's: Part-time		16021	610800			\$ 1,500.00
Children's: Supplies		16021	630100	3955		\$ 5,500.00
Children's: Food		16021	630700	3955		\$ 2,500.00
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For the purpose of:						
-BMO Donation for ELL Program						
	Requested by:					
	Department Head			Date	<u> </u>	
	Бераниенства	u				
Budget Entry (BE) No.:	Approved by:					
	Tony D. Saucern	nan, Finance Direc	tor		Date	_
	Timothy M. Hanr	na, Mayor			Date	
	Reported to Fina	ince Committee:			Date	_
Additional comments:					Date	

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.