

**CITY OF APPLETON
BUDGET AMENDMENT REQUEST
BUDGET YEAR: 2014**

| <i>Budget Description</i> | <i>Business Unit</i> | <i>Acct. No.</i> | <i>Sub Acct No.</i> | <i>Subledger No.</i> | <i>Amount</i> |
|----------------------------------|-----------------------------|-------------------------|----------------------------|-----------------------------|----------------------|
| Other Reimbursement | 16010 . | 5035 . | | | \$135.06 |
| Food and Provisions | 16010 . | 6307 . | | | \$135.06 |
| Lost and Paid | 16032 . | 5035 . | | | \$10,000.00 |
| Library Materials | 16032 . | 6315 . | | | \$10,000.00 |

For the purpose of:

Transfer of OWLS Intersystem funds to food and provisions.

Transfer of lost and paid funds to library materials for the purchase of items lost or reimbursed by patrons.

Requested by:

| | |
|-----------------|-------|
| _____ | _____ |
| Department Head | Date |

Budget Entry (BE) No. _____

Approved by:

| | |
|--|-------|
| _____ | _____ |
| Anthony Saucerman, Deputy Finance Director | Date |

| | |
|-------------------------|-------|
| _____ | _____ |
| Timothy M. Hanna, Mayor | Date |

| | |
|--------------------------------|-------|
| Reported to Finance Committee: | _____ |
| | Date |

Additional comments:

BUDGET TRANSFER POLICY:

Transfers of \$15,000 or less between programs within a department and new appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues require approval of the Mayor and the Finance Director. The following items also require approval of the Finance Committee and two thirds of the Common Council:

- Any intradepartmental transfers or new appropriations of greater than \$15,000;
- Any interdepartmental transfers or interfund transfers;
- Any new appropriations funded by debt or current year tax levy;
- Any transfers from the reserve for contingencies;

- Use of funds budgeted for a particular capital project for any other purpose.

In no case may funds budgeted for personnel expense be used to supplement supplies and expense budgets.

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