

**CITY OF APPLETON
BUDGET AMENDMENT REQUEST
BUDGET YEAR: 2015**

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Amount</u>
Lost and Paid	16032	.	5035	.	\$15,000.00
Library Materials	16032	.	6315	.	\$15,000.00
Other Reimbursement	16010	.	5035	.	\$7,253.00
Salaries	16021	.	6101	.	\$7,253.00
OWLS	.				\$7,351.00
Library Grants and Aids	16010	.	4232		\$7,351.00

For the purpose of:

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

Transfer of Friends funds to support Appleton Ready to Read Hispanic Outreach Specialist salary.

Transfer of remaining 2015 OWLS intersystem funds allocation.

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.

f:\common\123win\budget\budtrsf.xls