

**CITY OF APPLETON
BUDGET AMENDMENT REQUEST
BUDGET YEAR: 2016**

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Amount</u>
Other reimbursements	16010 .	5035 .			\$3,500.00
Admin. training and travel	16010 .	6201 .			\$3,500.00
Other reimbursements	16010 .	5035 .			\$21,000.00
Library materials	16032 .	6315 .			\$21,000.00

For the purpose of:

Transfer of OWLS funds to support Administration training and travel.

Transfer of OWLS funds to support the purchase of library materials.

Requested by:

_____	_____
Department Head	Date

Budget Entry (BE) No. _____

Approved by:

_____	_____
Anthony Saucerman, 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

- 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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