

**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>		
Friends reimbursement	16021	.	5035	.	3951		\$12,456.04
Children's Other contracts/obligations	16021	.	6599	.	3952		\$12,456.04
Friends reimbursement	16021	.	5035	.	3951		\$77,694.00
Children's Other contracts/obligations	16021	.	6599	.	3952		\$77,694.00
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For the purpose of:

Transfer of Friends 2015 carry over United Way Fox Cities Innovation Grant funds for Reach Out and Read Fox Cities
Transfer of Friends 2016 United Way Fox Cities Innovation Grant funds for Reach Out and Read Fox Cities

Requested by:

Department Head

04/19/16

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 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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