

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	16010	.	5035	.	3951		\$300.00
Materials Management	16032	.	6315		3951		\$300.00
Friends reimbursement	16010	.	5035	.	3951		\$16,750.00
Admin. Food & Provisions	16010	.	6307	.	3951		\$1,000.00
Admin Other Contracts	16010	.	6599	.	3951		\$3,750.00
Children's Supplies	16021	.	6301	.	3951		\$3,000.00
Children's Other Contracts	16021	.	6599	.	3951		\$3,000.00
Comm. Partnerships Supplies	16024	.	6301	.	3951		\$3,000.00
Comm. Partnerships Other Contracts	16024	.	6301	.	3951		\$3,000.00
BMO Harris	16021	.	5035	.	3955		\$9,500.00
Children's Services Personnel	16021	.	6108		3955		\$1,800.00
Children's Services Supplies	16021	.	6301	.	3955		\$7,700.00

For the purpose of:

Friends of the Appleton Public Library Celebrate Diversity Fox Cities reimbursement for materials

Friends of the Appleton Public Library 4th Quarter distribution

BMO Harris Grant funds for Children's Services ELL Programming and Personnel

Requested by:

Department Head

05/17/16

Date

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

- 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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