

**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>	
<b>Friends reimbursement</b>	16010	.	5035	.	3951	<b>\$25,611.61</b>
Admin: Supplies	16010	.	6301	.	3951	\$2,500.00
Admin: Memberships	16010	.	6303	.	3951	\$161.61
Admin: Printing	16010	.	6320.2	.	3951	\$4,750.00
Admin: Advertising	16010	.	6412	.	3951	\$4,200.00
Admin: Other Contracts	16010	.	6599	.	3951	\$10,000.00
Childrens: Supplies	16021	.	6301	.	3951	\$2,000.00
Community Partnerships: Supplies	16024	.	6301	.	3951	\$2,000.00
<b>Friends reimbursement</b>	16010	.	5035	.	3951	<b>\$520.00</b>
Childrens: Supplies	16021	.	6301	.	3951	\$520.00

**For the purpose of:**

-Friends of the Appleton Public Library closure of grant account funds  
-Friends of the Appleton Public Library Thedacare contribution towards supplies for Get Ready Get Set Read Summer Program

Requested by:

\_\_\_\_\_  
Department Head 06/14/16  
Date

Budget Entry (BE) No. \_\_\_\_\_ Approved by:

\_\_\_\_\_  
Anthony Saucerman, Finance Director Date

\_\_\_\_\_  
Timothy M. Hanna, Mayor Date

Reported to Finance Committee: \_\_\_\_\_  
Date

**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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