

CITY OF APPLETON
Budget Amendment Request
Budget Year: 2016

[illegible]

For the purpose of:

- Distribution of lost & paid reimbursements to materials management to purchase new materials

Requested by:

Department Head

Date _____

Approved by:

Budget Entry (BE) No. _____

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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