

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2016**

[illegible]

For the purpose of:

- Edmondson (\$100), Bouwer (\$2500), & Robert Plamann (\$990) funds Ready to Read reimbursement  
-Friends reimbursement of leftover funds - \$100

Requested by:

Department Head

                      
Date

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

Approved by:

Tony D. Saucerman, Finance Director

                      
Date

Timothy M. Hanna, Mayor

Date \_\_\_\_\_

Reported to Finance Committee:

Date \_\_\_\_\_

Additional comments:

**BUDGET AMENDMENT POLICY, revised 7/07:**

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.