

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2017

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: OWLS training & travel support	16010	5035			\$ 3,500.00
Admin: Training & Travel	16010	6201			\$ 3,500.00
Other Reimbursements: OWLS materials support	16032	5035			\$21,000.00
MM: Library Materials	16032	6315			\$21,000.00
Other Reimbursements: Lost & Paid items carryover	16032	5035			\$ 3,657.00
MM: Library Materials	16032	6315			\$ 3,657.00
Donations & Memorials: Donations carryover	16032	5020			\$ 704.81
MM: Library Materials	16032	6201			\$ 704.81
Other Reimbursements: United Way RO&R carryover	16021	5035		3952	\$47,209.00
Children's: Salary	16021	6101		3952	\$21,493.00
Children's: Fringe	16021	6150		3952	\$ 1,535.00
Children's: Training & Travel	16021	6201		3952	\$ 960.00
Children's: Supplies	16021	6301		3952	\$23,221.00
Other Reimbursements: United Way RO&R	16021	5035		3952	\$89,896.00
Children's: Supplies	16021	6301		3952	\$89,896.00
Other Reimbursements: BMO ELL carryover	16021	5035		3953	\$ 2,789.00
Children's: Salary	16021	6108		3953	\$ 1,300.00
Children's: Fringe	16021	6150		3953	\$ 50.00
Children's: Supplies	16021	6301		3953	\$ 600.00
Children's: Food	16021	6307		3953	\$ 839.00
Other Reimbursements: Friends Q3 distribution	16010	5035		3951	\$ 3,575.00
Admin: Memberships	16010	6303		3951	\$ 1,000.00
Admin: Awards & Recognition	16010	6305		3951	\$ 750.00
Admin: Food & Provisions	16010	6307		3951	\$ 375.00
Admin: Advertising	16010	6412		3951	\$ 400.00
Admin: Contracts	16010	6599		3951	\$ 1,050.00
Other Reimbursements: Friends Q3 distribution	16021	5035		3951	\$ 5,700.00
Children's: Supplies	16021	6301		3951	\$ 3,000.00
Children's: Memberships	16021	6303		3951	\$ 300.00
Children's: Contracts	16021	6599		3951	\$ 2,400.00
Other Reimbursements: Friends Q3 distribution	16024	5035		3951	\$ 5,900.00
Community Partnerships: Supplies	16024	6301		3951	\$ 3,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 500.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,400.00
Other Reimbursements: Friends Q3 distribution	16033	5035		3951	\$ 1,825.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 1,825.00
Other Reimbursements: Friends carryover	16010	5035		3951	\$ 2,000.00
Admin: Printing	16010	6320	2	3951	\$ 2,000.00
Other Reimbursements: Friends carryover	16021	5035		3951	\$16,000.00
Children's: Supplies	16021	6301		3951	\$ 5,500.00
Children's: Salary	16021	6108		3951	\$10,000.00
Children's: Fringe	16021	6150		3951	\$ 500.00
Other Reimbursements: Friends carryover	16024	5035		3951	\$10,500.00
Children's: Salary	16024	6108		3951	\$10,000.00
Children's: Fringe	16024	6150		3951	\$ 500.00
Other Reimbursements: Friends carryover	16033	5035		3951	\$12,600.00
Network Services: Equipment	16033	6327		3951	\$ 4,000.00
Network Services: Software	16033	6815		3951	\$ 8,600.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Materials Management Lost & Paid materials 2016-2017 carryover
- Materials Management Donations & Memorials 2016-2017 carryover
- United Way Reach Out & Read 2016-2017 carryover
- United Way Reach Out & Read 2017 Grant check
- English Language Learners Program - Grant Funds 2016-2017 carryover
- Friends of APL 3rd Quarter Distribution
- Friends of APL 2016-2017 carryover

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.

<http://intranet/Appleton/forms/documents/finance/Budget Amendment Request Form.xlsx>