

**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: Friends carryover	16010	5035		3951	\$ 3,691.00
Admin: Training and Travel	16010	6201		3951	\$ 3,691.00
Other Reimbursements: United Way	16021	5035		3951	\$ 2,300.00
Childrens: Supplies	16021	6301		3951	\$ 2,300.00
Other Reimbursements: BMO	16021	5035		3953	\$ 9,000.00
Childrens: Supplies	16021	6301		3953	\$ 5,300.00
Childrens: Part-Time	16021	6108		3953	\$ 1,200.00
Childrens: Fringes	16021	6150		3953	\$ 100.00
Childrens: Food	16021	6307		3953	\$ 2,400.00

For the purpose of:

-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.