CITY OF APPLETON BUDGET AMENDMENT REQUEST Budget Year 2017

Budget Description		Business Unit	Acct. No.	Acct No.	Subledger No.	Transfer Amount
Other Reimbursements: Lost & Paid	items	16032	5035			\$20,000.00
MM: Library Materials		16032	6315			\$20,000.00
Donations & Memorials: Donations		16010 .	5020			\$ 692.00
MM: Library Materials		16032	6315			\$ 692.00
Other Deisch	aduta Daad	40004	5005		2054	
Other Reimbursements: Appleton Re Childrens: Supplies	ady to Read	16021 16021	5035 6301		3954 3954	\$ 1,000.00 \$ 1,000.00
Criticiens, Supplies	 ,	10021	0301		3934	φ 1,000.00
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For the purpose of:						-
Donation from Bob's furniture in support of	f Amalatan Daadii ta Da					
	Donartment Head			-	Date	
	Department Head				Date	
Budget Entry (BE) No.:						
	Approved by:					
						_
	Tony D. Saucerman, Finance Director				Date	
	Timothy M. Hanna	, Mayor			Date	
Reported to Finance Committee:						
A Life					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 p rograms 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 apporval 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.