

**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 2nd Quarter	16010	5035		3951	\$ 2,350.00
Admin: Awards & Recognition	16010	6305		3951	\$ 250.00
Admin: Food & Provisions	16010	6307		3951	\$ 375.00
Admin: Printing	16010	6320	2	3951	\$ 325.00
Admin: Advertising	16010	6412		3951	\$ 400.00
Admin: Other Contracts	16010	6599		3951	\$ 1,000.00
Other Reimbursements: Friends 2nd Quarter	16021	5035		3951	\$ 5,800.00
Children's: Supplies	16021	6301		3951	\$ 3,000.00
Children's: Contracts	16021	6599		3951	\$ 2,800.00
Other Reimbursements: Friends 2nd Quarter	16024	5035		3951	\$ 5,800.00
Community Partnerships: Supplies	16024	6301		3951	\$ 3,000.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,800.00
Other Reimbursements: Friends 2nd Quarter	16032	5035		3951	\$ 800.00
Materials Management: Library Materials	16032	6315		3951	\$ 800.00
Other Reimbursements: Friends 2nd Quarter	16033	5035		3951	\$ 2,250.00
Network Services: Supplies	16033	6301		3951	\$ 250.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 1,500.00
Network Services: Other Contracts	16033	6599		3951	\$ 500.00

For the purpose of:

Friends quarterly distribution

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.