

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2018

Budget Description	Business Unit	Acct. No.	Sub Acct No.	Subledger No.	Transfer Amount
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: Cultural Programming	16024	5035		3957	\$ 2,000.00
Community Partnerships: Supplies	16024	6301		3957	\$ 2,000.00
Other Reimbursements: Friends Q3 distribution	16010	5035		3951	\$ 3,175.00
Admin: Training/Travel	16010	6201		3951	\$ 500.00
Admin: Food & Provisions	16010	6307		3951	\$ 700.00
Admin: Printing	16010	6320	2	3951	\$ 400.00
Admin: Advertising	16010	6412		3951	\$ 500.00
Admin: Contracts	16010	6599		3951	\$ 1,075.00
Other Reimbursements: Friends Q3 distribution	16021	5035		3951	\$ 5,700.00
Childrens: Supplies	16021	6301		3951	\$ 3,000.00
Childrens: Memberships	16021	6303		3951	\$ 300.00
Childrens: Contracts	16021	6599		3951	\$ 2,400.00
Other Reimbursements: Friends Q3 distribution	16023	5035		3951	\$ 1,000.00
Childrens: Supplies	16023	6301		3951	\$ 500.00
Childrens: Contracts	16023	6599		3951	\$ 500.00
Other Reimbursements: Friends Q3 distribution	16024	5035		3951	\$ 5,300.00
Community Partnerships: Supplies	16024	6301		3951	\$ 2,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 500.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,800.00
Other Reimbursements: Friends Q3 distribution	16033	5035		3951	\$ 1,825.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 1,825.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Friends of APL 3rd Quarter 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.