CITY OF APPLETON **BUDGET AMENDMENT REQUEST Budget Year 2018**

	•		Sub		
	Business	Acct.	Acct	Subledger	Transfer
Budget Description	Unit	No.	No.	No.	Amount
Other Reimbursements: BMO Donat Children's: Part-time	ion 16021 16021	5035 6105		3955	\$ 9,500.00 \$ 1,500.00
Children's: Fringe	16021	6150		-	\$ 300.00
Children's: Supplies	16021	6301		3955	\$ 5,300.00
Children's: Food	16021	6307		3955	\$ 2,400.00
Other Reimbursements:	16033	5035			\$ 787.65
Network Services: Equipment	16033	6327			\$ 787.65
					-
					
For the purpose of: -To support the ELL program at APL -Reimbursement for Friends compute	er equipment				
	Requested by:				
	Department Head		_	Date	<u>—</u>
	Department Fleud			Date	
Budget Entry (BE) No.:					
200got 2110 y (22) 110	Approved by:				
	Tony D. Saucerman, Fin	ance Dire	ctor	Date	
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	Reported to Finance Cor	nmittee:			
	p	-,		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

- 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

- 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 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.