CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2018

Budget Description	Business Unit	Acct. No.	Sub Acct No.	Subledger No.	Transfer Amount
Other Reimbursements: Bouwer Family Donation	16021	5035		3954	$ 1,639.30
Children's:	16021	6301		3954	$ 1,639.30

For the purpose of:
-Appleton Ready to Read

Requested by:

_____   _____
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 apporval of the Libary 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.

http://intranet/Appleton/forms/documents/finance/Budget Amendment Request Form.xlsx