

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2019**

<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: OWLS training & travel support	16010	503500			\$ 3,500.00
Admin: Training & Travel	16010	620100			\$ 3,500.00
Other Reimbursements: Admin reimbursements	16010	503500			\$ 165.66
Admin: Supplies	16010	630100			\$ 165.66
Other Reimbursements: OWLS materials support	16032	503500			\$ 21,000.00
MM: Library Materials	16032	631500			\$ 21,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB		\$ 5,300.00
Admin: Training & Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF		\$ 500.00
Admin: Memberships	LIB-FRIEND	LIBADMIN	MEMBERLIC		\$ 800.00
Admin: Awards & Recognition	LIB-FRIEND	LIBADMIN	AWARDREC		\$ 500.00
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		\$ 1,000.00
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 500.00
Admin: Advertising	LIB-FRIEND	LIBADMIN			\$ 500.00
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		\$ 1,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	CHILDSERV	OTHREIMB		\$ 10,800.00
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 5,000.00
Childrens: Memberships	LIB-FRIEND	CHILDSERV	MEMBERLIC		\$ 300.00
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		\$ 5,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	PUBLICSERV	OTHREIMB		\$ 1,100.00
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES		\$ 800.00
PS: Contracts	LIB-FRIEND	PUBLICSERV	OTHCONTR		\$ 300.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	COMMPART	OTHREIMB		\$ 8,500.00
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 2,500.00
CP: Memberships	LIB-FRIEND	COMMPART	MEMBERLIC		\$ 500.00
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		\$ 5,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	MATERIALS	OTHREIMB		\$ 3,800.00
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS		\$ 3,800.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	NETWORK	OTHREIMB		\$ 2,500.00
NS: Misc. Equipment	LIB-FRIEND	NETWORK	MISCEQUIP		\$ 2,500.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Funds for Admin supplies petty cash which is now elimintaed at APL
- Friends of APL first half of 2019 distribution of grant funds

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 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 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.