

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2020**

<b><u>Budget Description</u></b>	<b><u>Business Unit</u></b>	<b><u>Acct. No.</u></b>	<b><u>Sub Acct No.</u></b>	<b><u>Subledger No.</u></b>	<b><u>Transfer Amount</u></b>
Other Reimbursements: OWLS training & travel support	16010	503500			\$ 3,500.00
Admin: Training & Travel	16010	620100			\$ 3,500.00
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		\$ 6,000.00
Admin: Training & Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF		\$ 600.00
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		\$ 800.00
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 600.00
Admin: Advertising	LIB-FRIEND	LIBADMIN			\$ 2,000.00
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		\$ 2,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	CHILDSERV	OTHREIMB		\$ 9,000.00
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 6,000.00
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		\$ 3,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	PUBLICSERV	OTHREIMB		\$ 500.00
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES		\$ 500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	COMMPART	OTHREIMB		\$ 15,000.00
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 3,000.00
CP: Wage	LIB-FRIEND	COMMPART	PTWAGES		\$ 6,000.00
CP: Fringe	LIB-FRIEND	COMMPART	FRINGES		\$ 250.00
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		\$ 6,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	MATERIALS	OTHREIMB		\$ 3,500.00
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS		\$ 3,500.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Friends of APL first half of 2020 distribution of grant funds

Department Head	Date
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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.