

## Budget Adjustment Form

Budget adjustments are made during the fiscal year to transfer budget amounts from one expense account to another within the same department/division. Budget adjustments cannot be made between departments. Transfers between departments in the same fund or different funds may not be made because they require City Council action.

Budget adjustments **should** be initiated if an anticipated expenditure will cause an expense account to be overspent. If this occurs, this budget adjustment form must be completed by the appropriate department manager and forwarded to the Budget Office. The Budget Office reviews the request in terms of both funds availability and consistency with the intent of the approved budget document and then reroutes the transfer request to the City Manager's office. Final approval by the City Manager is required as set forth in the City Charter. The Budget Office then makes the changes.

Department/Division:

Person Requesting Transfer:

Amount of Transfer	Transfer From Account Number:	Transfer To Account Number:

Reason for Adjustment/Transfer Request:

Department Manager Approval	Date:
Budget Office Approval	Date:
City Manager Approval	Date: