



REQUEST FOR BUDGET ADJUSTMENT
FINANCE DEPARTMENT

Instructions: Complete all necessary fields. Fields marked with an asterisk (*) are mandatory and required for processing. Obtain required approvals and process according to the procedure outlined in:

A.R. 6.01 Budget Adjustment Policy & Procedure.

REQUESTER*: Shelly Bracco

DEPARTMENT/DIVISION*: Police Social Services & Patrol

FISCAL YEAR/EFFECTIVE DATE*: FY2019

PROPOSED COUNCIL DATE (if applicable): 2/20/2019

For more detailed budget adjustment training information, including examples, please click on the following link:

Miscellaneous Budget Training Information.

USE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY*	OBJECT*		PROJECT	ACTIVITY	
19,357	05515	5998	100	800596	50	Police Social Services/ Miscellaneous
12,457	05531	4005	100			Police Patrol/ Overtime
\$ 31,814	TOTAL					

SOURCE OF FUNDS*						
AMOUNT*	ACCOUNT NUMBER					Account Title/Activity Description*
	GL		FUND*	JL		
	ORG KEY	OBJECT		PROJECT	ACTIVITY	
19,357	05515	3750	100	800596	76	Police Social Services/ State Grant
12,457	05531	3320	100			Police Patrol/ Special Police Revenue
\$ 31,814	TOTAL					

FINANCE USE	Approved:	1/24/19	1/24/19
	BUDGET MANAGER/DESIGNEE	DATE	Finance Director

Justification for Budget Adjustment*:

In Fiscal Year 2017-18, the Police Department deferred a total of \$31,814 in revenue comprised of \$19,357 in state grant & \$12,457 in supplemental patrol mall overtime funding. Staff recommends that the City Council approve a budget adjustment totaling \$31,814 to recognize the funding and provide expenditure authority.

Approved:	Approved:
REQUESTING DEPARTMENT HEAD / DESIGNEE	CITY MANAGER
DATE	DATE