

**City of Annapolis**  
**Budget Revision Request**  
 (City Council Budget Revision > \$25,000)

**Fund:** General Fund - Contingency Account \_\_\_\_\_  
**Department:** Elections \_\_\_\_\_

**Control Number:** FT 2-21 \_\_\_\_\_  
**Date:** 8/25/2020 \_\_\_\_\_

Dept	Account Name	Transfer From	Transfer To
Contingency	Contingency Fund	35,500	
Elections	Salary and Benefits		34,000
Elections	Contractual Services		1,500

**Explanation:**  
 This transfers \$34,300 in appropriations from the General Fund Contingency Account to Election's Office. The additional appropriations will pay for a contractual employee to assist with the 2021 election and reserve a P.O. box at the post office. After the revision, \$425,700 remains available in the Contingency account.

**Approved by:**

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Director

\_\_\_\_\_  
 Date

**Approved by:**

\_\_\_\_\_  
 City Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Finance Committee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City Council

\_\_\_\_\_  
 Date

CM: City Manager approved transfers of appropriations of \$25,000 or less from one line item to another within a fund.  
 CM's do not increase the total budget or the budget for any fund.  
 FT: Fund Transfers of appropriations greater than \$25,000 from one line item to another within a fund.  
 These are also used for fund transfers from the contingency account, bond proceeds, or from one fund to another, regardless of the amount. FT's do not increase the total budget.  
 SA: Supplemental Allocations from revenue not anticipated in the budget or in excess of that anticipated in the budget.  
 SA's increase the total budget.