

JNL#70699  
2.5.2020  
VCAIN

**City of Annapolis**  
**Budget Revision Request**  
(City Manager Budget Revision ≤ \$25,000)


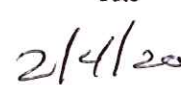
Fund: General Fund  
Department: MIT

Control Number: CM-11-20  
Date: 1/30/2020

Dept/Division	Account Name	Transfer From	Transfer To
MIT	Capital Outlay	\$ 1,295	
MIT	Supplies and Other		\$ 1,295

**Explanation:**  
This transfer moves \$1,295 from Capital Outlay to Supplies and Other. This transfer will allow MIT to pay for travel and incidentals for MIT employees to attend training and to cover the annual membership for URISA (Urban Regional Information System Association) for the GIS Coordinator. In the prior year, some employees had to cover travel costs in order to attend trainings and the GIS Coordinator paid the annual membership out of pocket. MIT did not include travel costs for training in the FY2020 budget.

Approved by:  
  
\_\_\_\_\_  
Finance Director  
  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
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 Appropriations from revenue not anticipated in the budget or in excess of that anticipated in the budget.  
SA's increase the total budget.

**City of Annapolis**  
**Budget Revision Request**  
 (City Manager Budget Revision ≤ \$25,000)

Fund: General Fund \_\_\_\_\_  
 Department: MIT \_\_\_\_\_

Control Number: \_\_\_\_\_  
 Date: 01/13/2020 \_\_\_\_\_

Dept/Division	Account Name	Transfer From	Transfer To
MIT	Capital Outlay 01140-580000	\$1,295	
MIT	Training and Education 01140-571000		\$1,100
MIT	Dues and Memberships 01140-573000		\$195

**Explanation:**  
 This transfer moves \$1,295 from MIT Capital Outlay to Training & Education. This transfer will allow MIT to pay for travel and incidentals for MIT employees to attend training and to cover the annual membership for URISA (Urban Regional Information System Assoc) for the GIS Coordinator. In the prior year, some employees had to cover travel costs in order to attend trainings and the GIS coordinator paid the annual membership out of pocket. MIT did not include travel costs for training in the FY 2020 budget.

Approved by: \_\_\_\_\_  
 Finance Director \_\_\_\_\_  
 \_\_\_\_\_  
 City Manager \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

*Vanessa,  
 See proper accants above.  
 FOR ACCOUNTING ONLY*

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 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.