

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

Fund: General Fund \_\_\_\_\_  
 Department: Law \_\_\_\_\_

Control Number: CM-5-20 \_\_\_\_\_  
 Date: 12/12/2019 \_\_\_\_\_

Dept/Division	Account Name	Transfer From	Transfer To
Law Office	Salaries and Benefits	\$ 13,400	
Law Office	Contractual Services		\$ 13,400

**Explanation:**  
 This budget revision will decrease the Salary appropriation and increase Legal Services appropriation within the Law Office budget in FY2020. The increase to Legal Services is necessary to pay for legal services provided by outside attorneys when there is a conflict of interest, a need for specific expertise, or to cover staffing shortages. Since salary expenses specific to legal services for Self Insurance Fund cases are being charged to the Self Insurance Fund, the Office of Law should have adequate appropriations in the General Fund for its FY2020 salaries and benefits.

**Approved by:**

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 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.