

JNL# 70700
2.5.20
VCAIN

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

Fund: General Fund
Department: Finance

Control Number: CM-10-20
Date: 1/29/2020

Dept/Division	Account Name	Transfer From	Transfer To
Finance Admin	Contract Services	\$ 15,000	
Finance Admin	Supplies and Other		\$ 3,000
Finance Admin	Capital Outlay		\$ 12,000

Explanation:
This budget revision will decrease Contractual Services appropriation and increase Supplies and Other and Capital Outlay appropriations. The increase in Supplies and Other will allow Finance staff to attend additional training opportunities. The increase in Capital Outlay will allow Finance to replace old and nonfunctional chairs for staff and purchase a new machine for folding and inserting mail.

Approved by:

Jodee Dickinson
Finance Director

[Signature]
City Manager

1/30/20
Date

2/4/20
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.

JE:

Accounting Services	01130-530200	\$ (15,000.00)	
Training and Education	01130-571000	\$ 3,000.00	
Capital Outlay	01130-580000	\$ 12,000.00	Need to create