

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

Fund: General Fund \_\_\_\_\_  
 Department: OEM \_\_\_\_\_

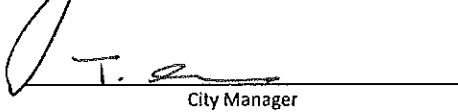
Control Number: CM-1-20 \_\_\_\_\_  
 Date: 7/11/2019 \_\_\_\_\_

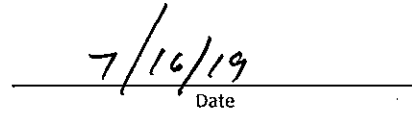
Dept/Division	Account Name	Transfer From	Transfer To
OEM	Contract Services 01240-530800	\$ 6,245	
OEM	Telephone 01240-534020		\$ 4,745
OEM	Supplies 01240-542010		1500

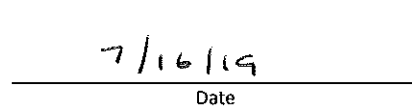
**Explanation:**  
 This transfer moves \$6,245 from contract services to telephone (\$4,745) and supplies (\$1,500). This transfer will properly reflect funds in the accounts in which expenses will be paid.

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 Allocations from revenue not anticipated in the budget or in excess of that anticipated in the budget.  
 SA's increase the total budget.