

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

Fund: General Fund _____
 Department: MIT _____

Control Number: CM-5A-20 _____
 Date: 12/13/2019 _____

Dept/Division	Account Name	Transfer From	Transfer To
MIT	Contractual Services	\$ 4,400	
MIT	Supplies and Other		\$ 4,400

Explanation:
 This transfer moves \$4,400 from MIT Contractual Services to Supplies and Other. This transfer will allow MIT to pay for travel and incidentals for MIT employees to attend training. In the prior year, some employees had to cover travel costs in order to attend trainings. MIT did not include travel costs for training in the FY 2020 budget.

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.