

**City of Annapolis**  
**Budget Revision Request**  
(City Council Budget Revision > \$25,000)

**Fund:** Contingency Fund  
**Department:** OEP

**Control Number:** FT6-20  
**Date:** 4/28/2020

Dept	Account Name	Transfer From	Transfer To
Contingency	Contingency Fund	4,000	
OEP	Supplies and Other		4,000

**Explanation:**  
This fund transfer appropriates \$4,000 from the Contingency Fund to OEP's Programs and Activities account. The additional appropriations will cover hazardous tree removals. After the revision, \$332,380 remains available in the Contingency account. The property owners will reimburse the City \$4,000 for tree removal.

**Approved by:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**Approved by:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council

\_\_\_\_\_  
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.