



## AGENDA ITEM COVERSHEET

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**PREPARED BY:** Debbie Hall, Finance Director

**DEPARTMENT:** Finance

**MEETING:** Town Council – 1/12/2021

**SUBJECT:** Budget Amendments/Transfers

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### **BACKGROUND:**

I have received several budget amendments and/or transfer requests. As you know, transfers require only your notification whereas amendments require your approval. Listed below you will find a description of the amendments and/or transfers. I have also attached a copy of the supporting documentation for the appropriations.

### **Transfers:**

Transfer \$600 from account 10-580-014 Environmental Travel to account 10-420-011 Executive Communications to add two new communication lines to allow staff access to Cityworks.

Transfer \$44,177 from the General Fund departmental 004 COLA Pay line items to the 002 Wage line items to implement the budgeted 1.8% increase effective in January.

Transfer \$13,536 from the Utility Fund departmental 004 COLA Pay line items to the 002 Wage line items to implement the budgeted 1.8% increase effective in January.

### **ACTION REQUESTED:**

Approve the budget amendments and/or transfers as presented by the Finance Director.