

**CITY OF BAY CITY  
BUDGET AMENDMENT/TRANSFER**

Date: January 5, 2021

Department: Fiscal Services

Fund Name	Account Number (xxx-xxx-xxxx)	Account Title	Current Budget Balance	Proposed Modification	Explanation
Public Improvement	245.4340.80100	Professional Services	0	25,000	To utilize fund balance for clean-up costs for the old DPW site.
Public Improvement	245.4341.68700	Appropriated Fund Balance	436,115	25,000	To utilize fund balance for clean-up costs for the old DPW site.
			436,115	50,000	
<b>APPROVALS:</b>					

Division/Department Head

*George Martin*  
Director of Fiscal Services

*Dana Stewart*  
City Manager

Date

*1-6-21*  
Date

*1-6-21*  
Date

Budget Amendments modify fund balance for additional expenses/expenditures, increases/decreases total revenues, and/or moves budgets between funds and/or activities.  
Budget Transfers move budgeted expenses/expenditures or revenues from one account to another within a General Fund activity or within funds of any other fund.

All Budget Amendments require City Commission approval.

The City Manager may approve transfers of funds within any department activity budget from any account except for contingents, where there is a surplus to any account, in an amount not to exceed \$4,500 in total transfers for any one fiscal year.

Any transfer of funds in excess of \$4,500, transfer between departmental activities and those involving a request for contingent funds shall be submitted to the City Commission for their approval.

Please submit all Budget Amendments/Transfers to the Fiscal Services Department prior to the approval of the Director of Fiscal Services and/or the City Manager.

Commission Approved Date: \_\_\_\_\_

Date Entered: \_\_\_\_\_

By: \_\_\_\_\_