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Clear Form

Request No. \_\_\_\_\_  
(For Finance Department Use Only)

### CITY OF AURORA

### Budget Transfer/Amendment Request Form

Date of Request: \_\_\_\_\_

For Fiscal Year: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

CIP No.	From Account No. *	Amount **	CIP No.	To Account No. *	Amount **
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____

\* No transfers between funds.  
\*\* Minimum \$200; nearest \$100

Check below if this is a request for a budget amendment:

A budget amendment is requested for the accounts and amounts shown in the "To Account" column above for which corresponding accounts and amounts are not shown in the "From Account" column. The current departmental or fund budget, as appropriate, is insufficient to absorb expenditures/expenses that are now expected for the remainder of this fiscal year.

Justification:

#### Signatures and Approval

Dept./Div. Head 1: \_\_\_\_\_

Dept./Div. Head 2: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_  
Comments:

Approved/Disapproved/Referred to the Mayor

Finance Committee Chair: \_\_\_\_\_

Approved/Disapproved

Mayor: \_\_\_\_\_

Approved/Disapproved

### Instructions

1. Transfers may only be made between expenditure/expense accounts (no revenue accounts). All 14 digits of every account number involved in a transfer or amendment request should be indicated on the request form.
2. Transfers to and from salary, employee benefits, and interfund transfer expenditure/expense accounts should be avoided.
3. If sufficient monies are not available in an account to make a purchase, a budget transfer or amendment should be requested before a purchase order or check request is submitted. If a purchase will cause an account to exceed its budget by an insignificant amount, the Finance Department may process the associated purchase order or check request without a budget transfer or amendment request being submitted by the department concerned. "Determinations of insignificance" will be made by the Finance Department.
4. No request should be made for a transfer of less than \$200.
5. Amounts to be transferred must be rounded to the nearest \$100.
6. The total of the transfers from the "From" accounts must equal the total transfers to the "To" accounts unless this form is being used to request a budget amendment. If this form is being used to request a budget amendment, a) only accounts and amounts should be shown in the "To" account columns and b) the line below the caption "*Check below if this is a request for a budget amendment*" should be checked. When appropriate, the Chief Financial Officer/City Treasurer will submit formal requests for budget amendments to the City Council for consideration.
7. Whenever possible, transfers should be requested between accounts of the same department.
8. The references to "Dept. Head 1" and "Dept. 1" on the front side of this form pertain to the department initiating the budget transfer. That is, a department requesting a transfer of budgeted amounts between its own accounts or requesting a transfer of budgeted amounts from that department's accounts to those of another department. The references to "Dept. Head 2" and "Dept. 2" relate to a department accepting budgeted amounts from another department. In the case of an interdepartmental transfer, the signatures of both department heads must appear on the front side of this form.
9. Division heads within the executive program of the budget (code 10XX) may sign transfer/amendment requests. All other budget transfer/amendment requests must be signed by the appropriate department head(s). Budget transfer/amendment requests initiated by division heads outside of the executive program will not be processed without the signatures of their respective department heads.
10. All transfers must be between accounts of the same fund.
11. Although transfers or amendments involving multiple accounts may be requested on one form, separate forms should be submitted for transfers or amendments that require different justification. Transfer and amendment requests should not be combined on the same form.
12. Aldermanic Initiative transfers or amendment requests need to follow Section 2-65 of the Code of Ordinances for approval.
13. Budget transfer/amendment requests should be submitted to the Director of Financial Operations. Interdepartmental transfer requests must be approved by the Mayor. Aldermanic Initiatives transfers must be approved by the Finance Committee. The Chief Financial Officer/City Treasurer may approve all other transfer requests. The City Council must approve amendment requests. Approved requests will be available on SharePoint; however, disapproved requests will be forwarded to the department(s) involved.