

# BUDGET ADJUSTMENT AUTHORIZATION

Unit <b>CITY</b>	Department <b>Finance</b>	Division <b>Financial Planning</b>	Serial Number <b>04-063</b>
Type of Transaction <input checked="" type="checkbox"/> Revenue Estimate <input type="checkbox"/> Estimate Increase <input checked="" type="checkbox"/> Estimate Decrease  <input checked="" type="checkbox"/> Source <input type="checkbox"/> From Existing Budget Appropriations <input type="checkbox"/> From Donations, Fees, or Grants <input checked="" type="checkbox"/> From Unappropriated Fund Balance		<input type="checkbox"/> Expenditure Appropriation <input type="checkbox"/> Intra-Departmental Transfer <input type="checkbox"/> Inter-Departmental Transfer <input type="checkbox"/> Project-To-Project Transfer <input type="checkbox"/> Appropriation Increase <input type="checkbox"/> Appropriation Decrease	
<b>Reason for Request:</b>  <b>To adjust revenue for FY 03-04 based on mid-year budget report approved by Council on 2/17/04.</b>  <b>(See Attachment 1)</b>			

Unit	Account	Name	Fund	Organization	Program	Project/Grant	Increase	Decrease
<b>CITY</b>	<b>340295</b>	<b>Undesignated</b>	<b>101</b>	<b>90000</b>	<b>50240</b>	-	-	<b>\$1,139,740</b>
<b>CITY</b>	<b>4XXXXX</b>	<b>Revenue</b>	<b>101</b>	<b>various</b>	<b>various</b>	-	-	<b>1,139,740</b>
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<b>Department Authorization:</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">Department Director</div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>	<b>Recommendation:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Disapproval  Reasons For Disapproval:  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">Director of Finance</div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">Date</div> </div> <hr/> <b>City Manager Action:</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">City Manager</div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">Date</div> </div> <hr/> <b>City Council Action:</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;"></div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>
<b>Budget Verification:</b> The above information has been reviewed, is complete and accurate, and the appropriations and/or unappropriated funds are sufficient to support the request.  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">Budget and Research Officer</div> <div style="width: 35%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>	