



Budget Adjustment Form

Finance Department Use Only

Set/Batch/BE ID#: BE2203503

Proof Job #: _____

Entered By: _____

Date: _____

Request Date: 3/15/2022

Fiscal Year: 22

Requesting Department: Finance

Adjustment Description: FY22 ARPA Expenditures

Requestor: Anne Cardwell

Department Head Approval: *Anne Cardwell*

Date: 3/9/2022

Finance Analyst Review: *[Signature]*

Date: 3/4/2022

City Manager Approval (if required)*: _____

Date: _____

GL or JL Key	GL/JL Rev Object	Description of Adjustment	Increase / (Decrease)
11001	33111	ARPA Revenue	600,000
30101	61110	Stormdrain Assessment SD22PW01	500,000
Total Revenue Adjustments:			1,100,000

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
11001	53202	Boucher Law - Contact Tracing	100,000
ARPA01	53202	Boucher Law - Contact Tracing	100,000
11001	62300	Stormdrain Assessment SD22PW01	500,000
Total Expenditure Adjustments:			700,000

Net Adjustment: 400,000

1,100,000	700,000
TOTAL DR	TOTAL CR

Justification:

Initial use of American Rescue Plan Act (ARPA) funds for COVID contact tracing and stormdrain assessment. Stormdrain project SD22PW01 will go to Council separately in April for budget approval.

City Clerk Signature (if required)**: _____

Date: _____

* City Manager Approval required for transfers between departments within the same fund, any changes to salary/benefit budgets, or matching increases to revenue and expense budgets.

** City Clerk Signature indicates that the requested Budget Adjustment was approved by Council.

BUDGET ADJUSTMENT FORM INSTRUCTIONS

Request Date: Enter the current date

Fiscal Year: Enter the fiscal year in which to post the budget adjustment(s)

Requesting Department: Enter your department name

Adjustment Description: Enter a brief (30 character) description of the adjustments

Requestor: Enter your name

Department Head Approval: Department Heads must sign and date ALL Budget Adjustment Forms

City Manager Approval (if required)*: If City Manager approval is required, Finance will obtain signature after reviewing the form for accuracy

City Clerk Signature (if required)*: City Clerk Signature indicates that the requested Budget Adjustment was approved by Council. Per Fiscal Policy 5.b.i, budget adjustments for CIP projects, budget transfers between funds, or net increases to expenditure budgets require City Council approval.

Revenue Adjustments: Enter adjustments to Revenue Budgets in the upper section. Enter GL and JL adjustments on separate lines. Include a brief (30 character) description of the adjustment.

Expenditure Adjustments: Enter adjustments to Expenditure Budgets in the lower section. Enter GL and JL adjustments on separate lines. Include a brief (30 character) description of the adjustment.

Justification: Enter an explanation of why the budget adjustments are needed.

Backup:

- If moving budget between keys/objects: attach the GL8000 showing that there is available budget.
- If increasing revenue and expenditures based on receipt of developer funds or donations, include proof of payment.