



Budget Adjustment Form

Finance Department Use Only

Set/Batch/BE ID#: BE2110501

Proof Job #: _____

Entered By: _____

Date: _____

Request Date: 10/6/2020

Fiscal Year: 2021

Requesting Department: Police

Adjustment Description: Budget Transfer

Requestor: Robert Plummer

Department Head Approval: _____

Date: 9/24/20

Finance Analyst Review: _____

Date: 9/24/2020

City Manager Approval (if required)*: _____

Date: _____

GL or JL Key	GL/JL Rev Object	Description of Adjustment	Increase / (Decrease)
49123	34825	Patrol - Asset Seizure Revenue	98,000
PDCIVASST	34825	Patrol - Asset Seizure Revenue	98,000
Total Revenue Adjustments:			196,000

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
49123	56101	Patrol - Asset Seizure Revenue	98,000
PDCIVASST	56101	Patrol - Asset Seizure Revenue	98,000
Total Expenditure Adjustments:			196,000

Net Adjustment: -

196,000	196,000
TOTAL DR	TOTAL CR

Justification:

Requesting use of Civil Asset Forfeiture dollars for Police Supplies. Transfer of \$93,000 from the Asset Forfeiture Liability to NR Patrol (GL Key 49123) - Asset Seizure Revenue (Object 34825), with a corresponding increase in the supplies budget. Posting to the Non-Recurring General Fund so unspent dollars are carried forward for future use. Using new JL Key PDCIVASST to track revenue and corresponding expenses within the GL Key.

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.