Instructions:

1 What Form Do I Use?

For net zero budget transfers (either to revenue or expenditure codes), use the Budget Transfer Form (B1 To increase or decrease your budget, use the Budget Amendment Form (BAF). If your adjustment needs to Items that require Council approval: adjustments to CIP budgets, budget increases that require use o

2 Do I Need Signatures on the Form?

You only need to get the City Manager's signature on a Budget Transfer Form if you are transferring expe Otherwise, all necessary approvals are done via Munis workflow, so signatures are not required.

3 Where Do I Enter Budget Adjustments Into Munis?

Go to the "Accounting Entries" screen in Munis, then click on the "Budget Amendments/Transfers" head Click on "Add Budget Amendment" to create a new entry.

4 What Do All These Fields Mean???

Year: Enter the fiscal year (2023)

Effective Date: Enter the date you want the adjustment to be effective. If this is a Council item, use the C

Entity Code: 1 (it will always be 1)

Reference 1: Select your Department Code from the dropdown menu on the form; enter just the 2-digit i

Period: Select the fiscal year month that the entry should post in (July = 1, August = 2, etc)

Short Description: Enter a brief, 10 character description of the adjustment

Amendment Type: For the BTF, use 1. For the BAF, use 3.

Reference 2: Select the appropriate code from the dropdown menu on the form.

Codes used for BTF:

DEPTXFER For Department Requested Budget Transfers

FINANCE For Adjustments Created by Finance

Codes used for BAF:

CALOES For Fire Dept Use Only; for CalOES Reimbursement Adjustments

CARRYFRWRD For Carryforwards from Prior Year

COUNCILCIP For Council items that include CIP Adjustments

COUNCILOPS For Council items that include Operating Adjustments, or grants that require C

FINANCE For Adjustments Created by Finance

GRNT/DONTN For Grants or Donations that do not require Council approval (equal increases **Projection Inclusion:** Most adjustments will be "One Time" adjustments, that should not be replicated in

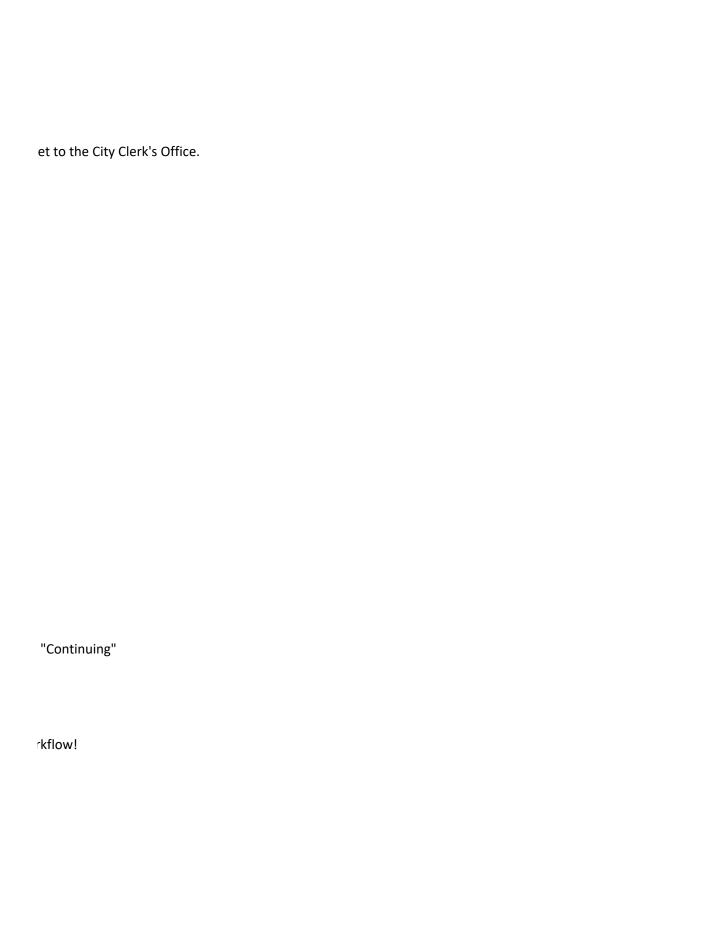
Update Recurring Journal: Leave box unchecked

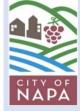
PA Applied: Check the box if Project Codes are included

5 What do I do with the BAF - Council Attachment?

For items that require Council approval, the BAF - Council Attachment tab is the correct attachment to us Return to the BAF to enter the Munis Journal Number, then click over to the BAF - Council Attachment ta If your Council item includes interfund transfers or changes to CIP projects, enter that information manual

Γ F).
to go to Council, be sure to include the BAF - Council Cover Sheet as page 1 of the attachment.
f fund balance or reserves, and interfund transfers.
nditure budget between departments within the same fund. Ex: Finance transfers \$15k of their budg
er.
ouncil meeting date
number in Munis
Turnber in Wurits
Saverall assessed
Council approval
of revenue and expenditure budgets)
all future budgets. If this is a budget change that should be included in the next year's budget, select
se for your item in Legistar. Complete the BAF, then enter the info into Munis. Do not submit into wor
b. All of the info from the BAF will now appear in the Council Attachment, summarized by fund.
ally into the Attachment in the sections provided. Print to pdf, and attach to your ASR in Legistar.





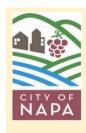
Budget Transfer Form

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Use this form to transfer budget from one place to another within the same fund

NAPA								
Fis	cal Year FY25	Effective Date	4/29/2025	Entity Code	e_1	Reference 1	60 (Utilities)	
	Period 10 (April)	Short Description	TRANSFER	Amendment Type	e 1 - Budget Transfer	Reference 2	DEPTXFER	
Projection I	nclusion One Time	·		_		-		
Munis Project St	ring		Munis Org	Munis Object	Description of Adjustment		Decrease	Increase
F	-	-						
F F	-	-						
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					Total Revenue Ad	justments:	-	-
Munis Project St	ring		Munis Org	Munis Object	· · · · · · · · · · · · · · · · · · ·		Decrease	Increase
E	-	-	53060115	53270	TRANSFER FOR 36" REPAIR		\$75,000	
E	-	-	53060116	70130	TRANSFER FOR 36" REPAIR	AT BJTP		\$75,000
<u>E </u>	-	-						
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E E	-	-					+	
E	-							
E	<u> </u>	-		1	<u> </u>			
E	-	-						
E E	-	-						
					Total Expenditure Ad	ljustments:	75,000.00	75,000.00
					•	_		-
							_	
Justification:	Transfering fu	unds from Transmission	Construction Ser	vices to Treatment I	mprovements to make sure the	work is capitali	zed.	
	s hetween department	s within the same fund:	City	Manager Signature			Date	
	s between department	s within the same fund:	City	Manager Signature	e		Date: _	

Version 22.08 9/11/2025, 5:18 PM



Budget Amendment Form

Journal # 7P3

Use this form when revenues and/or expenditures will be increasing or decreasing

Fiscal Year	2026	Effective Date 9/16/2025	Entity Code 1	Reference 1 30 (Public Works)
Period 3 (S	eptember)	Short Description PDGateSwap	_ Amendment Type 3	Reference 2 COUNCILCIP
rojection Inclusion One	Time			

Μι	unis Project String			Munis Org	Munis Object	Description of Adjustment	Decrease	Increase
F	33FC24PD01	- TRNSFERIN	- RSVGFGCLTY	30030210	81310	Move funding to 33FC24PW06	\$71,137.46	
F	33FC24PD01	- GRANT	-	30030210	44420	Move "PRISM" Property grant to 33FC24PW	\$22,592.00	
F	33FC24PW06	- TRNSFERIN	- RSVGFGCLTY	30030210	81310	Increase funding for project from 33FC24PD		\$71,137.46
F	33FC24PW06	- GRANT	- PRISM	30030210	44420	Move "PRISM" Property grant from 33FC24P		\$22,592.00
F		-	-					
F		-	-					
			_			Total Revenue Adjustments:	93,729.46	93,729.46

Μι	unis Project String			Munis Org	Munis Object	Description of Adjustment	Decrease	Increase
E	33FC24PD01	- SERVICES	- CONSTRUCT	30030210	70510		\$93,729.46	
Ε		-	-	30030230	82300	33FC24PD01 Decrease Exp	\$71,137.46	
Ε	33FC24PW06	- SERVICES	- CONSTRUCT	30030210	70510			\$93,729.46
Ε		-	-	30030230	82300	33FC24PW06 Incease Exp		\$71,137.46
Ε		-	-					
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	· ·				· ·	Total Expenditure Adjustments:	164,866.92	164,866.92

Justification: Work for project 33FC24PD01 will be absorbed into project 33FC24PW06 for ease of accounting and tracking of expenses, the same vendors and work will be performed.

Version 22.07.06 9/11/2025, 5:18 PM

The City Council hereby approves the budget adjustments for each City fund's revenue and expenditure budget set forth in this Council Budget Amendment for Fiscal Year 2026. For both the Revenue Budget and Expenditure Budget columns, budget increases are shown with positive numbers and budget decreases with negative numbers.

		Revenue	
		Budget Increase /	Expenditure Budget
Fund	Fund Name	(Decrease)	Increase / (Decrease)
100	General	-	-
101	General Non-Recurring	-	-
102	Measure G	-	-
110	General ARPA	-	-
201	Gas Tax	-	-
202	RMRA	-	-
204	Red Light Camera	-	-
205	Measure T Road Maint	-	-
206	Measure U	-	-
207	Golf Course	-	-
208	Enhanced Infra Financing Distr	-	-
210	DIF Big Ranch	-	-
211	DIF Fire/Paramedic	-	-
212	DIF Affordable Housing	-	-
213	DIF Las Flores Rec Center	-	-
214	DIF Linda Vista	-	-
215	DIF Lone Oak Drainage	-	-
216	DIF N Jefferson Parks	-	-
217	DIF N Jefferson Traffic	-	-
218	DIF Orchard Parks	-	-
219	DIF Orchard Traffic	-	-
220	DIF Park Acq & Dev	-	-
221	DIF Parking	-	-
222	DIF Redwood Rd	-	-
223	DIF Street Improvement	-	-
224	DIF Underground Utility	-	-
225	Fair Share Contrib/Mitigat	-	-
230	Public Art	-	-
232	Property Development Tax	-	-
234	Public Infrastructure In Lieu	-	-
236	Parking	-	-
238	Alston Park Trust	-	-
240	Youth Services Diversion Prog	-	-
242	Fire Education Programs	-	-
255	Measure F 1% TOT Aff Hsg	-	
260	CDBG	-	-
270	HOME Program	-	-
275	CalHome Program	-	-

Revenue Budget Increase /

Budget ecrease)
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Revenue

		Budget Increase /	Expenditure Budget
Fund	Fund Name	(Decrease)	Increase / (Decrease)
630	Information Technology	-	-
640	General Liability	-	-
641	Workers Compensation	-	-
642	Unemployment	-	-
650	Postemployment Benefits	-	-
660	Equipment Replacement	-	-
701	Gasser CFD	-	-
841	Laurel Manor	-	-
842	Seminary Street	-	-
843	Section 8	-	-
844	20% Low/Mod Income	-	-
846	Local Housing	-	-
847	Continuum of Care Program	-	-
848	Housing 5% RDA Supplemental	-	-

Total

Interfund Transfers:

The above Council Budget Amendment includes the following Interfund Transfers:

		Transfer In /	Transfer Out /
Fund Name		Revenue	Expenditure

CIP Projects:

The above Council Budget Amendment includes the following CIP Project Budget Changes:

Revenue

		Budget Increase /	Expenditure Budget
Project	Project Name	(Decrease)	Increase / (Decrease)
33FC24PD01	PD Admin Parking Lot Gates	(93,729.46)	(93,729.46)
33FC24PW06	Surface Repair City Parking Lots	93,729.46	93,729.46

I hereby certify that the forgoing Council Budget Amendment was duly approved by the City Council

Revenue Budget Increase / Expenditure Budget

Fund Name (Decrease) Increase / (Decrease)
of the City of Napa at a public meeting held on

City Clerk Signature

Date of Council Approval