

## Instructions:

### 1 What Form Do I Use?

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

### 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 expenditures. 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" header. 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 Council meeting date.

**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 code.

**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 Council approval

FINANCE For Adjustments Created by Finance

GRNT/DONTN For Grants or Donations that do not require Council approval (equal increases/decreases)

**Projection Inclusion:** Most adjustments will be "One Time" adjustments, that should not be replicated in future years.

**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 use. Return to the BAF to enter the Munis Journal Number, then click over to the BAF - Council Attachment tab. If your Council item includes interfund transfers or changes to CIP projects, enter that information manually.

(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

ouncil 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

ie 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.

et to the City Clerk's Office.

"Continuing"

rkflow!



Budget Transfer Form

Journal # \_\_\_\_\_

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

Fiscal Year FY25      Effective Date 4/29/2025      Entity Code 1      Reference 1 60 (Utilities)  
Period 10 (April)      Short Description TRANSFER      Amendment Type 1 - Budget Transfer      Reference 2 DEPTXFER  
Projection Inclusion One Time

Munis Project String			Munis Org	Munis Object	Description of Adjustment	Decrease	Increase
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
F	-	-					
Total Revenue Adjustments:						-	-

Munis Project String			Munis Org	Munis Object	Description of Adjustment	Decrease	Increase
E	-	-	53060115	53270	TRANSFER FOR 36" REPAIR AT BJTP	\$75,000	
E	-	-	53060116	70130	TRANSFER FOR 36" REPAIR AT BJTP		\$75,000
E	-	-					
E	-	-					
E	-	-					
E	-	-					
E	-	-					
E	-	-					
E	-	-					
E	-	-					
Total Expenditure Adjustments:						75,000.00	75,000.00
							-

Justification: 

Transferring funds from Transmission Construction Services to Treatment Improvements to make sure the work is capitalized.

For transfers between departments within the same fund:

City Manager Signature \_\_\_\_\_

Date: \_\_\_\_\_



## 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 (September)

Short Description PDGateSwap

Amendment Type 3

Reference 2 COUNCILCIP

Projection Inclusion One Time

Munis Project String				Munis Org	Munis Object	Description of Adjustment	Decrease	Increase
F	33FC24PD01	- TRANSFERIN	- 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	- TRANSFERIN	- RSVGFGCLTY	30030210	81310	Increase funding for project from 33FC24PD0		\$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

Munis Project String				Munis Org	Munis Object	Description of Adjustment	Decrease	Increase
E	33FC24PD01	- SERVICES	- CONSTRUCT	30030210	70510		\$93,729.46	
E		-	-	30030230	82300	33FC24PD01 Decrease Exp	\$71,137.46	
E	33FC24PW06	- SERVICES	- CONSTRUCT	30030210	70510			\$93,729.46
E		-	-	30030230	82300	33FC24PW06 Incease Exp		\$71,137.46
E		-	-					
E		-	-					
E		-	-					
E		-	-					
E		-	-					
E		-	-					
E		-	-					
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.

## Council Budget Amendment

Journal # 7P3

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.

Fund	Fund Name	Revenue	Expenditure Budget
		Budget Increase / (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	-	-

<b>Fund</b>	<b>Fund Name</b>	<b>Revenue Budget Increase / (Decrease)</b>	<b>Expenditure Budget Increase / (Decrease)</b>
285	Perm Local Housing Allocation	-	-
290	Damage Reimbursement	-	-
291	Opioid Settlement	-	-
292	Police Department Grants	-	-
293	Fire SR	-	-
294	Parks and Recreation SR	-	-
295	Public Works SR	-	-
296	Community Development SR	-	-
297	Administration SR	-	-
300	City Capital Projects	-	-
302	Streets and Sidewalk Fund	-	-
401	AD Altavina Maint Dist	-	-
402	AD Chaudhary Estates	-	-
403	AD Dry Creek Village	-	-
404	AD Fox Ridge	-	-
405	AD Glencar Estates	-	-
406	AD Hill View Park	-	-
407	AD Hyde Park I	-	-
408	AD Lake Park	-	-
409	AD Linda Vista	-	-
410	AD Mills	-	-
411	AD Napa Valley Corp Park	-	-
412	AD Oak Ridge	-	-
413	AD Orchard Estates	-	-
414	AD Oxford Garden	-	-
415	AD Rancho Las Flores	-	-
416	AD River Park Maintenance	-	-
417	AD Silverado Creek	-	-
418	AD Sunrise Meadows	-	-
419	AD Tierra Grove	-	-
420	AD Trancas	-	-
421	AD Vineyard Vista	-	-
422	AD Walnut Grove	-	-
423	AD Woodside	-	-
424	Storm Drain Fees	-	-
430	Tourism Improvement District	-	-
432	Business Dist Downtown	-	-
434	Business Dist Oxbow	-	-
436	Prop & Business Impr District	-	-
510	Materials Diversion-Operating	-	-
511	Materials Diversion-CIP	-	-
519	Materials Diversion-NR	-	-
530	Water Utility-Operating	-	-
531	Water Utility-CIP	-	-
539	Water Utility-NR	-	-
610	Fleet	-	-
611	Fleet Fire Apparatus	-	-

Fund	Fund Name	Revenue	Expenditure Budget
		Budget Increase / (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	-	-
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#### Interfund Transfers:

The above Council Budget Amendment includes the following Interfund Transfers:

Fund	Fund Name	Transfer In /	Transfer Out /
		Revenue	Expenditure

#### CIP Projects:

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

Project	Project Name	Revenue	Expenditure Budget
		Budget Increase / (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



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

City Clerk Signature \_\_\_\_\_

Date of Council Approval \_\_\_\_\_