



OFFICE OF THE
CITY MANAGER
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Administrative Instruction
Section IV
No. 4

Budget Transfer Requests

Supersedes: July 17, 2000

Effective Date: August 1, 2005

Purpose

The purpose of this Administrative Instruction is to facilitate an orderly process of transferring budgeted City funds within certain parameters.

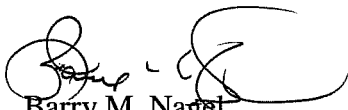
Policy

The City of South San Francisco is committed to providing for projects and operating budget needs based on funding availability. Department heads are given flexibility to approve fund transfers within their department and within a single fund. Transfers within salaries or within non-salaries need no further approval. Transfers between the categories of salaries and non-salaries and capital outlay, or between departments, require City Manager approval before being sent to Finance.

Procedures

Within the parameters above, departments should submit either a hard copy Budget Transfer form or an email with a file attachment of this form, to the Revenue and Compliance Auditor in the Finance Department. The Budget Transfer form is attached, and is kept in Word format on the X drive as "X:\finance\budget amendment log and documents\budget transfer form.doc".

Forms require department head approval prior to processing by the Finance Department. If the department chooses to forward a form to the Finance Department via email, it should have the department head forward the form, indicating approval.



Barry M. Nagel
City Manager

Dated: August 1, 2005