

FY 2025

# BUDGET ADJUSTMENT FORM

Use this form to make adjustments to your budget. All adjustments must balance within a Department.

**Adjustments should be rounded to the nearest \$1.**

**Department/Person requesting adjustment:** Finance / Jennifer Emerson

ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT DESCRIPTION	ACCOUNT INCREASE		ACCOUNT DECREASE	
110-2330-540-26-15		Contracted Services / Equipment Rent-Lease	\$ 87,370			
110-1500-515-65-31		Capital - Special Projects / Contingency				
<b>TOTAL.....</b>						

## EXPLANATION OF ADJUSTMENT REQUEST

Include justification for increases AND reason why funds in decreased account are available.

To reallocate contingency funds for rental of three automatic side loader refuse trucks for three months from Rush Truck Leasing in the estimated amount of \$87,370.

DOES THIS REQUEST REQUIRE COUNCIL APPROVAL?

☒ Yes☐ No

DATE OF COUNCIL MEETING

01/16/25

WITH AGENDA ITEM?

☒ Yes☐ No

Department Head/Division Director

Date \_\_\_\_\_

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

Finance

Date \_\_\_\_\_

☐ Approved  
☐ Disapproved

City Manager

Date \_\_\_\_\_

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved

**Finance Comments (for Finance Department only)**