

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.

ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT DESCRIPTION	ACCOUNT INCREASE	ACCOUNT DECREASE	
561-5400-535-69-81	102472	Knob Creek Trunk Sewer, Phase 1	\$ 168,475		
561-5200-535-67-19	103125	10th Street Water & WW Line Relocation		\$ 91,044	
561-5200-535-67-19	103209	33rd Street Water Line Relocation		\$ 58,087	
561-5000-535-65-32		Contingency		\$ 19,344	
TOTAL.....			\$ 168,475	\$ 168,475	

EXPLANATION OF ADJUSTMENT REQUEST

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

Allocate funding for change order #4 with McLean Construction for the Knob Creek Trunk Sewer Improvements, Phase I.

DOES THIS REQUEST REQUIRE COUNCIL APPROVAL?

DATE OF COUNCIL MEETING

05/15/25

☒ Yes☐ No

WITH AGENDA ITEM?

☒ Yes☐ No

Department Head/Division Director

Date

☐ Approved☐ Disapproved

Finance

Date

☐ Approved☐ Disapproved

City Manager

Date

☐ Approved☐ Disapproved**Finance Comments (for Finance Department only)**

DESCRIPTION 1 FOR H.T.E.:

DESCRIPTION 2 FOR H.T.E.:

(To Be Entered by Finance)