

POLICY TITLE: APPROPRIATION CONTROL/TRANSFERS OF APPROPRIATIONS

POLICY STATEMENT:

The following policy establishes appropriation control at the Department level. More general language regarding appropriation control is found in the City Charter. More specific detail is found in Administrative Procedure Order Section I, #9 (APO I-9).

1. Transfers Within Major Expense Categories.
  - A. Each department's 51000 series (Personnel Services) is controlled by the overall appropriation total with some exceptions, as described in APO I-9.
  - B. Each department's 52000 series (Services), 53000 series (Supplies), and 54000 series (Other Materials and Services) are controlled by the overall total appropriation for these three series combined, with some exceptions, as described in APO I-9.
  - C. Capital Outlay (57000 series) is controlled by object.
  - D. Capital improvement projects are controlled by project total.
2. Transfers Between Major Expense Categories.
  - A. Transfers of up to \$50,000 between major expense categories must be approved by the City Manager.
  - B. Transfers of more than \$50,000 between major expense categories must be approved by City Council.
3. Transfers Between Activities Within Department.
  - A. Transfers of up to \$50,000 between activities within a department, in the same fund and in the same major expense category, may be approved by the Finance Director.
  - B. Transfers of more than \$50,000 between activities within a department, in the same fund and in the same major expense category, may be approved by the City Manager.
4. Transfers Between Funds.

Transfers between funds must be approved by City Council.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998  
Revised October 10, 2006