



City of Medford  
Administrative Regulation

Regulation No.: 00-8  
Page: 1 of 5  
Subject Area: Appropriations  
Date of Issue: September 25, 2000  
Supersedes: Regulation 85-1

Title: Transfer of Appropriations

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- To list the types of appropriation transfers and to detail procedures to implement them.

***Objectives***

- To insure compliance with local budget law (O.R.S. 294)
- To give Department Heads flexibility in managing their resources.
- To reduce the amount of administrative review required to implement a transfer.

***Types of Transfers***

- Transfers requiring Department Head approval.  
Include transfers between categories within the same department/division up to a fiscal year cumulative total of \$10,000 per department.
- Transfers requiring City Manager approval.  
Include transfers between categories within the same department/division over the \$10,000 Department Head limit and transfers from departmental contingency to another category.
- Transfers requiring City Council approval.  
Include transfers from any “Fund” contingency account to another category or any transfers between department/divisions.

***Responsibilities***

- For transfers requiring only Department Head approval, the originating department should complete the Appropriation Transfer Request form ALL 012, and forward the approved three-part form to Finance. Finance will process the transfer and return a copy of the form to the originating department. Each department should insure that once the \$10,000 cumulative department limit is reached that the City Manager’s approval is also obtained on the form.
- For transfers, other than transfers from departmental contingencies, the originating department is responsible for completing the Appropriations Transfer Request form ALL 012, obtaining the necessary approvals and forwarding the form to Finance.
- For any transfer from a departmental contingency account to another account in the same department & division, the originating department is responsible for completing a “Request to Utilize Prior Fiscal Period Resource Carry-Forward” form, obtaining the Department Head and City Manager approvals and forwarding the form to the Finance Department.

- For transfers requiring City Council approval, the originating department is responsible for completing the Appropriation Transfer Request form ALL 012 and obtaining department head and City Manager approval. Departments should confirm account numbers and budget balances with Finance Department before obtaining approvals. The approved document is then forwarded to Finance for preparation of a Council Agenda Commentary and inclusion on the requested meeting agenda. Finance Department will process the transfer request and send a copy to the originating department after it is approved by Council.

*Approved:*

*/s/ Michael Dyal*  
*Michael Dyal, City Manager*

*9/25/00*  
*Date*

**City of Medford  
Department of Finance  
Budget Administration**

**Request to Utilize Prior Fiscal Period  
Resource Carry-Forward**

What is being requested?

Does the request apply to a specific outcome and what service will be delivered as a result?

Who are the customers?

How will the request aid in the satisfaction of customer needs?

How will employees be better able to satisfy customer needs?

Benefits, Outcomes and Results?

A. Process Impact

B. Fiscal Impact

Desired delivery/implementation date:

<b>APPROPRIATIONS TRANSFER REQUEST</b>				<b>Fiscal Year</b>	
<b>Account No.</b>	<b>Project No.</b>	<b>Current Budget</b>	<b>Increase</b>	<b>Decrease</b>	<b>Revised Budget</b>
<b>Totals</b>					

Requested by \_\_\_\_\_ Approved by \_\_\_\_\_  

Department Head
Date
City Manager
Date



APPROPRIATIONS TRANSFER REQUEST

Fiscal Year

Requesting Department

Voucher #

Date of Proposed Council Action

Date

Explanation of Requested Transfer:

Transaction No.	Account Number	Project Number	Current Budget	Increase	Decrease	Revised
<b>TOTALS</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Requested by \_\_\_\_\_  
Department Head Date

Approved by \_\_\_\_\_  
City Manager Date