

## BUDGET ADJUSTMENT REQUEST FORM

1. Transfers between and within classifications of expenditures (i.e. between Salaries and Services and Supplies or between Professional Services and Office Supplies) must be approved by the City Manager.
2. Transfers between funds must be approved by the City Council.
3. Increase in budget needs to be offset by an additional revenue source or available fund balance.

**Fiscal Year:** 25-26

**Prepared By:** T. Casarez <sup>DS</sup>

**Date:** 9/22/2025

**DH Approval:** C. Reynoso  9/22/2025 | 3:16:27 PM PDT

(Round up to the nearest dollar)

Fund	Cost Center	Account Number	Account Title	Project Code	Increase	Decrease
223	1000	430016	STATE GRANT			\$12,000


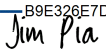
**Summary and Justification:** \_\_\_\_\_

There was an appropriation of \$77,000 of grant revenue approved with the FY25-26 budget. The grant awarded was a total of \$65,000.00.

There is a need to adjust the revenue amount to match the actual amount of the grant award.

**\*Route to Finance, for review, prior to approvals.**

### Approvals

		<b>FOR FINANCE USE ONLY:</b>
<b>Finance Review:</b>	Signed by:  <b>Date</b> <u>9/22/2025</u>   3:19:23 PM PDT Signed by:  <b>Date</b> <u>9/22/2025</u>   3:33:08 PM PDT <small>B9E326E7D092467...</small> <small>700B7B95C5C4409...</small>	<b>BA Entered By:</b> _____
<b>City Manager Approval:</b>	<b>Date Approved:</b> _____	<b>Date:</b> _____
<b>City Council Approval:</b>	<b>Res. No.:</b> _____	<b>Journal No.</b> _____