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:** R. Betanio **Date:** 7-Nov-25

DH Approval: C. Reynoso, Chief of Police **(Round up to the nearest dollar)**

Fund	Cost Center	Account Number	Account Title	Project Code	Increase	Decrease
280	2500	750070	Machinery & Equipment		28,000.00	

Summary and Justification The Hollister Police Department received $28k from the State of California for Officer Wellness and Mental Health is monitored by BSCC. An increase of $28k in Machinery and Equipment to purchase Wellness equipment for police officers.

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

Approvals

Finance Review: **Date:**

City Manager Approval: **Date:**

City Council Approval: **Res. No.:** **Date Approved:**

FOR FINANCE USE ONLY:

BA Entered By:

Date:

Journal No.

BUDGET ADJUSTMENT REQUEST FORM