

# REQUEST FOR CONTINGENCY TRANSFER

DATE: August 9, 2004

<b>FROM:</b>	<b><u>CONTINGENCY ACCOUNT</u></b>	<b><u>AMOUNT</u></b>
	001-9111-999-1010 General Fund Contingency	\$27,000
<b>TO:</b>	<b><u>ACCOUNT NUMBER</u></b>	<b><u>AMOUNT</u></b>
	001-1002-502-62-10 City Secretary's Office: Legal Notices	\$27,000

## JUSTIFICATION OF NEED FOR TRANSFER:

- Why is this request of such an emergency nature that it must be made immediately?**  
This is for a portion of the cost associated with the November 2003 Charter and Bond Election.
- Why was the item not budgeted in the normal budgetary process?**  
It was not known that the costs of the charter and bond election would be as high as they were. This was due in part to the cost associated with printing the charter brochure and the legal notice costs.
- Justification as to why the transfer cannot be made within the division or department?**  
Funds for this transaction are not available in the City Secretary's Office budget.

Council Approval Required: Yes

Date Approved by Council: N/A

Requested by : \_\_\_\_\_

Budget Review: \_\_\_\_\_

Approved: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Budget Officer

Approved: \_\_\_\_\_  
City Manager