

MEMORANDUM

TO: Mayor, City Council, City Manager
FROM: Jessica Sapp, Finance Administrative Technician
RE: Intra-Departmental Transfer of Funds
DATE: 04/27/20

You will see items in this report identifying Public Works/Streets transferring funds from various Maintenance accounts to Travel/Training.

The Transfer of Funds request was submitted and approved the first of March. Once complete approval is given, Accounting makes the transfer right away.

The transfer took place before the COVID-19 pandemic and the order of no travel was issued for the remainder of the fiscal year.