

	Employees/Supervisors	Department Head	Budget Officer	City Council/Public Hearing	After Public Input
Initial Budget	Initial Budget Request	Review Make Formal Budget Request	Review with Departments Make Administrative Recommendation	Review with Budget Officer Make changes/send to public hearing	City Council Adopts Budget
Budget Transfers	New or Changed Budget Request No net increase to department budget (bottom line)	Review Make Request in Writing for Budget Transfer	Review with Departments Approve with no net increase to departmental budget		
Budget Amendment	New or Changed Budget Request Increase to department budget (bottom line)	Review Budget Opening Worksheets Make Request in Writing for Budget Amendment	Review with Departments Make Administrative Recommendation	Review with Budget Officer Make changes/send to public hearing	City Council Adopts Budget
Monthly Monitoring		Review Monthly Budget/Detail Reports Make transfer requests prior to purchases	Review with Departments Approve with no net increase to departmental budget		
End of Year		Review Budget Opening Worksheets Make Request in Writing for Budget Amendment or Transfer	Review with Departments Approve with no net increase to departmental budget or make Admin Recommend	Review with Budget Officer Make changes/send to public hearing	City Council Adopts Budget