



**City of Cocoa Budget Adjustment Form FY 2018**

**SELECT ADJUSTMENT TYPE:** \_\_\_\_\_ **REQUESTING DEPARTMENT #:** \_\_\_\_\_ **DATE PREPARED:** \_\_\_\_\_

<b>ADJUSTMENT AMOUNT</b>	<b>ACCOUNT NUMBER</b>	<b>PROJECT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>AMENDED BUDGET</b>	<b>ADJUSTED BUDGET</b>	<b>UNENCUMBERED BALANCE</b>
<b>TOTAL</b>							

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<b>TOTAL</b>							

**REASON/JUSTIFICATION FOR ADJUSTMENT:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**City COUNCIL APPROVAL REQUIRED?** YES  NO  **DATE APPROVED:** \_\_\_\_\_ **RESOLUTION #:** \_\_\_\_\_  
*City Council approval is needed for all transfers greater than \$50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.*

_____	_____	_____	_____
Date	Requestor's Signature	Date	Finance Approval Signature
_____	_____	_____	_____
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature
_____	_____	_____	_____
Date	Finance Director's Signature	Date	City Manager's Signature

**FINANCE USE ONLY:**  
 Date Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_ Group #: \_\_\_\_\_