City of Cocoa Budget Adjustment Form FY 2018

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER **REQUESTING DEPARTMENT #:** 1500 **DATE PREPARED:** 02/02/18

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 1)	111-3230-559.12-00		REGULAR SALARIES & WAGES	$ 17,947	$ 17,947	$ 17,946	$ 14,665
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 1)	**TOTAL**						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 1	111-3230-559.14-00		OVERTIME	$ 0	$ 0	$ 1	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 1	**TOTAL**						

REASON/JUSTIFICATION FOR ADJUSTMENT:

This transfer is to cover the overtime cost for an employees that salary is split 60% in General Fund's Community Development Administration Division, 30% in the Cocoa CRA Fund's Community Development CRA Administration and Operations Division and 10% in the Diamond Square CRA Funds' Community Development CRA Administration and Operation Division. This transfer covers the Diamond Square CRA 10% portion of the overtime cost and will go to the Diamond Square CRA Board on 3/27/18

City COUNCIL APPROVAL REQUIRED? ***YES*** ○ ***NO*** ● ***DATE APPROVED:*** 03/27/18 ***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.

2/2/18	Lea Taylor Digitally signed by Lea Taylor Date: 2018.02.02 14:15:49 -05'00'	3/23/18	Lea Taylor Digitally signed by Lea Taylor Date: 2018.03.23 14:32:46 -04'00'	3/29/18	Lora Howell Digitally signed by Lora Howell Date: 2018.03.29 18:11:08 -04'00'
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
3/22/18	Nancy Bunt Digitally signed by Nancy Bunt Date: 2018.03.22 16:07:48 -04'00'	3/29/18	Lora Howell Digitally signed by Lora Howell Date: 2018.03.29 18:10:50 -04'00'	3/30/18	John A. Titkanich Digitally signed by John A. Titkanich Date: 2018.03.30 14:01:46 -04'00'
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

Date Entered: _____ Entered By: _____ Group #: _____