City of Cocoa Budget Adjustment Form FY 2017

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER **REQUESTING DEPARTMENT #:** 1500 **DATE PREPARED:** 10/31/17

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 149)	001-3200-515.31-00		Professional Services	$ 145,000	$ 211,385	$ 211,236	$ 95,688
($ 39)	001-3290-574.52-00		Operating Supplies	$ 10,515	$ 12,615	$ 12,576	$ 2,444
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 188)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 149	001-3200-515.42-00		POSTAGE & FREIGHT	$ 7,000	$ 3,300	$ 3,449	$ 0
$ 39	001-3290-574.52-07		JANITORIAL SUPPLIES	$ 0	$ 0	$ 39	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 188	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

This transfer is to cover the unexpected additional cost for the Postage & Freight, Other Charges & Obligations and Janitorial Supplies accounts.
Agenda 17-469

City COUNCIL APPROVAL REQUIRED? ***YES*** (●) ***NO*** ( ) ***DATE APPROVED:*** 11/14/17 ***RESOLUTION #:*** 2017-123

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.

11/3/17	Nancy Bunt — Digitally signed by Nancy Bunt Date: 2017.11.03 15:27:13 -04'00'	11/6/17	Lea Taylor — Digitally signed by Lea Taylor Date: 2017.11.06 09:02:29 -05'00'	11/15/17	Teri Butler — Digitally signed by Teri Butler Date: 2017.11.15 11:50:26 -05'00'
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
11/3/17	Karen Hamilton — Digitally signed by Karen Hamilton Date: 2017.11.03 17:46:25 -04'00'	11/8/17	Lora Howell — Digitally signed by Lora Howell Date: 2017.11.08 10:45:46 -05'00'	11/15/17	John A. Titkanich — Digitally signed by John A. Titkanich Date: 2017.11.15 19:16:49 -05'00'
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

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