City of Cocoa Budget Adjustment Form FY 2018

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER **REQUESTING DEPARTMENT #:** 1500 **DATE PREPARED:** 10/19/17

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 2,256)	001-3200-515.44-00		RENTALS AND LEASES	$ 2,256	$ 2,256	$ 0	$ 0
($ 2,055)	001-3290-574.44-00		RENTALS AND LEASES	$ 4,930	$ 4,930	$ 2,875	$ 1,875
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 4,311)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 4,311	001-1103-516.44-00		RENTALS AND LEASES	$ 133,000	$ 143,526	$ 147,837	$ 147,837
$ 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
$ 4,311	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

This transfer is to move the cost of the RICOH copier lease and additional fee budget to the Information Technology Division. The associated invoices will be paid by the IT division.
Agenda 17-461

City COUNCIL APPROVAL REQUIRED? ***YES*** (●) ***NO*** ( ) ***DATE APPROVED:*** 11/14/17 ***RESOLUTION #:*** 2017-125

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.

10/20/17	Lea Taylor — Digitally signed by Lea Taylor Date: 2017.10.20 14:14:33 -04'00'	11/6/17	Lea Taylor — Digitally signed by Lea Taylor Date: 2017.11.06 08:28:11 -05'00'	11/15/17	Teri Butler — Digitally signed by Teri Butler Date: 2017.11.15 17:07:59 -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 17:47:50 -04'00'	11/6/17	Lora Howell — Digitally signed by Lora Howell Date: 2017.11.06 09:04:32 -05'00'	11/15/17	John A. Titkanich — Digitally signed by John A. Titkanich Date: 2017.11.15 21:24:27 -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 #: _____