City of Cocoa Budget Adjustment Form FY 2018

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER **REQUESTING DEPARTMENT #:** 4025 **DATE PREPARED:** 07/26/18

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 2,000)	421-4025-536.46-02		Repair/Maint. Building	$ 135,034	$ 40,034	$ 38,034	$ 9,787
$ 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
($ 2,000)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 2,000	421-4025-536.42-00		Postage and Freight	$ 2,700	$ 3,700	$ 5,700	$ 1,627
$ 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
$ 2,000	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

This transfer of funds is to cover the cost of postage and freight charges for the remainder of the fiscal year.

City COUNCIL APPROVAL REQUIRED? ***YES*** (●) ***NO*** ( ) ***DATE APPROVED:*** 08/14/18 ***RESOLUTION #:*** 2018-062

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.

7/26/18	Melinda Keesee Digitally signed by Melinda Keesee Date: 2018.07.26 10:35:52 -04'00'	7/27/18	Lea Taylor Digitally signed by Lea Taylor Date: 2018.07.27 16:59:32 -04'00'	8/21/18	Rebecca Bowman Digitally signed by Rebecca Bowman Date: 2018.08.21 17:44:16 -04'00'
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
7/26/18	Katherine Ennis Digitally signed by Katherine Ennis DN: dc=org, dc=cocoafl, ou=Utilities, cn=Katherine Ennis, email=kennis@cocoafl.org Date: 2018.07.26 10:37:53 -04'00'	8/16/18	Lora Howell Digitally signed by Lora Howell Date: 2018.08.16 18:20:37 -04'00'	8/24/18	John A. Titkanich Digitally signed by John A. Titkanich Date: 2018.08.24 13:07:31 -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 #: _____