City of Cocoa Budget Adjustment Form FY 2018

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: 3230

DATE PREPARED: 04/12/18

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 100)	110-3230-559.39-00		Contingency	$ 140,364	$ 105,364	$ 105,264	$ 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
($ 100)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 100	110-3230-559.46-00		Repair and Maintenance	$ 500	$ 500	$ 600	$ 600
$ 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
$ 100	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

The Cocoa CRA is responsible for paying for repairs and maintenance of the Post Office. The Post Office needs a new water heater immediately. The Repairs and Maintenance account has a balance of $500, which is not enough to cover the $600 cost of a new water heater. A budget transfer of $100 is necessary to cover the cost of replacing the water heater.

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.

4/12/18	Samia Singleton Digitally signed by Samia Singleton DN: dc=org, dc=cocoafl, ou=CH, cn=Samia Singleton, email=ssingleton@cocoafl.org Date: 2018.02.13 13:10:52 -05'00'	4/12/18	Lea Taylor Digitally signed by Lea Taylor DN: dc=org, dc=cocoafl, ou=CH, cn=Lea Taylor, email=ltaylor@cocoafl.org Date: 2018.04.12 12:56:37 -04'00'	4/12/18	Lora Howell Digitally signed by Lora Howell DN: dc=org, dc=cocoafl, ou=CH, cn=Lora Howell, email=lhowell@cocoafl.org Date: 2018.04.12 13:04:04 -04'00'
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
4/12/18	Karen Hamilton Digitally signed by Karen Hamilton Date: 2018.04.12 12:35:06 -04'00'	4/12/18	Lora Howell Digitally signed by Lora Howell DN: dc=org, dc=cocoafl, ou=CH, cn=Lora Howell, email=lhowell@cocoafl.org Date: 2018.04.12 13:03:30 -04'00'	4/12/18	John A. Titkanich Digitally signed by John A. Titkanich Date: 2018.04.12 16:03:46 -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 #: _____