



## City of Cocoa Budget Adjustment Form FY 2020 - 20-023-T1

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: 1500 DATE PREPARED: 01/06/20

## FROM ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
(\$ 1,865)	001-1600-513.39-00		Contingency	\$ 247,975	\$ 169,055	\$ 167,190	\$ 167,190
(\$ 2,840)	421-4010-536.31-00		Professional Services	\$ 334,356	\$ 342,656	\$ 339,816	\$ 239,066
(\$ 2,840)	001-1600-513.31-00		Professional Services	\$ 295,150	\$ 302,265	\$ 299,425	\$ 150,201
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
(\$ 7,545)	TOTAL						

## TO ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
\$ 2,840	001-1600-513.34-00		Contract Services	\$ 3,500	\$ 3,500	\$ 6,340	\$ 4,580
\$ 1,865	001-1600-513.49-00		Other Charges & Oblig.	\$ 164,000	\$ 209,240	\$ 211,105	\$ 0
\$ 2,840	421-4010-536.34-00		Contract Services	\$ 793,417	\$ 793,417	\$ 796,257	\$ 678,779
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
\$ 7,545	TOTAL						

## REASON/JUSTIFICATION FOR ADJUSTMENT:

In FY19 PO 75129 (Purchase Requisition 39147) was created for PO Template Modification. The PO total is \$5,680 and the cost is split 50% / 50% between 001 & 421. This PO was rolled over and re-budgeted in FY20; however upon further review, it was determined that the general ledger account # was incorrect. This budget amendment corrects the general ledger budget for PO 75129. Purchase requisition 39939 was created for a printing adjustment to MR invoices. The PO total is \$1,760 and the budget was provided to the Contract Services account in December (BA20-013T) however the transfer caused a negative in the Other Charges & Obligation account. Budget is needed to replenish the account. Agenda 20-036

City COUNCIL APPROVAL REQUIRED? YES ☒ NO ☐

DATE APPROVED: 01/22/20 RESOLUTION #: 2020-007

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.

1/6/20 Lea Taylor Digitally signed by Lea Taylor  
Date: 2020.01.06 14:20:22  
-05'00'

1/13/20

Lea Taylor Digitally signed by Lea Taylor  
Date: 2020.01.13 14:57:46  
-05'00'

Date Requestor's Signature

Date

Finance Approval Signature

Date

Finance Director's Signature

1/14/20 Rebecca Bowman Digitally signed by Rebecca Bowman  
Date: 2020.01.14 09:38:09 -05'00'

1/14/20

Lora Howell Digitally signed by Lora Howell  
Date: 2020.01.14 07:54:07  
-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 #: