



City of Cocoa Budget Adjustment Form FY 2020 - 20-058-T

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: 1801 DATE PREPARED: 04/10/20

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
(\$ 30,000)	001-1600-513.39-00		Contingency	\$ 0	\$ 0	(\$ 30,000)	\$ 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
\$ 0				\$ 0	\$ 0	\$ 0	\$ 0
(\$ 30,000)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
\$ 3,500	001-1100-512.40-00		Travel & Per Diem	\$ 0	\$ 0	\$ 3,500	\$ 0
\$ 26,500	001-1100-512.31-00		Professional Services	\$ 0	\$ 0	\$ 26,500	\$ 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
\$ 30,000	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

City Council requested to hire a recruitment firm for professional services. The estimated cost for the recruitment will be \$26,500 plus travel and per diem for final candidates. These are unbudgeted expenses and require a budget transfer. This item is being presented at Special Council Meeting on April 14. If Council approves to hire firm, this transfer will be needed. Agenda 20-184

City COUNCIL APPROVAL REQUIRED? YES ☒ NO ☐

DATE APPROVED: 04/14/20 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.

4/10/20 Tammy Gemmati

Digitally signed by Tammy Gemmati
Date: 2020.04.10 16:12:44 -04'00'

4/10/20

Lea Malarae

Digitally signed by Lea Malarae
Date: 2020.04.10 16:14:34 -04'00'

Date Requestor's Signature

Date

Finance Approval Signature

Date

Finance Director's Signature

4/10/20 Tammy Gemmati

Digitally signed by Tammy Gemmati
Date: 2020.04.10 15:53:16 -04'00'

4/10/20

Lora Howell

Digitally signed by Lora Howell
Date: 2020.04.10 16:18:06 -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 #: