



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)

Table with 8 columns: ADJUSTMENT AMOUNT, ACCOUNT NUMBER, PROJECT NUMBER, ACCOUNT NAME, ORIGINAL BUDGET, AMENDED BUDGET, ADJUSTED BUDGET, UNENCUMBERED BALANCE. Includes a total row for (\$ 30,000).

'TO' ACCOUNT(S)

Table with 8 columns: ADJUSTMENT AMOUNT, ACCOUNT NUMBER, PROJECT NUMBER, ACCOUNT NAME, ORIGINAL BUDGET, AMENDED BUDGET, ADJUSTED BUDGET, UNENCUMBERED BALANCE. Includes a total row for \$ 30,000.

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 (checked) 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 -0400

4/10/20 Lea Malarae Digitally signed by Lea Malarae Date: 2020.04.10 16:14:34 -0400

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 -0400

4/10/20 Lora Howell Digitally signed by Lora Howell Date: 2020.04.10 16:18:06 -0400

Date Department Director's Signature

Date Deputy Fin. Director's Signature

Date City Manager's Signature

FINANCE USE ONLY:

Date Entered: Entered By: Group #: