



**City of Cocoa Budget Adjustment Form FY 2016**

**SELECT ADJUSTMENT TYPE:** \_\_\_\_\_

**REQUESTING DEPARTMENT #:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
<b>TOTAL</b>							

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
<b>TOTAL</b>							

**REASON/JUSTIFICATION FOR ADJUSTMENT:**

**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.*

Date _____	Requestor's Signature _____	Date _____	Finance Approval Signature _____	Date _____	Finance Director's Signature _____
Date _____	Department Director's Signature _____	Date _____	Deputy Fin. Director's Signature _____	Date _____	City Manager's Signature _____

**FINANCE USE ONLY:**

Date Entered: \_\_\_\_\_

Entered By: \_\_\_\_\_

Group #: \_\_\_\_\_