



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
TOTAL							

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TOTAL							

REASON/JUSTIFICATION FOR ADJUSTMENT:

Empty box for 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 #: _____