

**City of Jacksonville, Florida  
Request for Budget Transfer Form**

\_\_\_\_\_ City Council \_\_\_\_\_ N/A  
 Department or Area Responsible for Contract / Compliance / Oversight Council District(s)

Reversion of Funds: \_\_\_\_\_ N/A  
 (if applicable) Fund / Center / Account / Project \* / Activity / Interfund / Future Fiscal Yr(s) of carry over (all-years funds do not require a carryover)

Section of Code Being Waived (if applicable): \_\_\_\_\_ CIP (yes or no): \_\_\_\_\_  
 Justification for Waiver \_\_\_\_\_

Justification for / Description of Transfer: \_\_\_\_\_

Transferring funding from General Fund fund balance to City Council professional services to hire consulting firm.

Net Amount Appropriated and/or Transferred: \_\_\_\_\_ \$150,000.00

\* This element of the account string is titled project but it houses both projects and grants.

**CITY COUNCIL**

Requesting Council Member: \_\_\_\_\_ CM's District: \_\_\_\_\_

Requesting Council Member: \_\_\_\_\_ CM's District: \_\_\_\_\_

Prepared By: \_\_\_\_\_ Ordinance: \_\_\_\_\_

**OFFICE OF THE MAYOR**

BUDGET ORDINANCE  TRANSFER DIRECTIVE

Date Rec'd.	Date Fwd.	Approved	Disapproved

Department Head  
 Mayor's Office  
 Accounting Division  
 Budget Division

TD / BT Number: \_\_\_\_\_

Date of Action By Mayor: \_\_\_\_\_ Approved: \_\_\_\_\_

Division Chief: \_\_\_\_\_ Date Initiated: 6/9/23

Prepared By: Kathleen Collins Phone Number: 255-5358

Initiated / Requested By (if other than Department): \_\_\_\_\_ Finance & Administration

**Budget Transfer Line Item Detail**

\* This element of the account string is titled project but it houses both projects and grants.  
 Budget Office approval does not confirm; whether or not a grant requires a new 1Cloud grant number nor the availability or use of prior-year revenue and/or the use of fund balance appropriations in all-years subfunds.

\_\_\_\_\_ Budget Officer Initials

**TRANSFER FROM:** (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Accounting Codes								
				Amount	Fund	Center	Account	Project *	Activity	Interfund	Future	
	REV	General Fund Operating	Transfer from Fund Balance	\$150,000.00	00111	191009	389010	000000	00000000	00000	0000000	

Total: \$150,000.00

**TRANSFER TO:** (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Accounting Codes								
				Amount	Fund	Center	Account	Project *	Activity	Interfund	Future	
	EXP	General Fund Operating	Other Professional Services	\$150,000.00	00111	221001	531090	000000	00000000	00000	0000000	

Total: \$150,000.00