

City of Jacksonville, Florida
Request for Budget Transfer Form

Grants and Contract Compliance Division		9
Department or Area Responsible for Contract / Compliance / Oversight		Council District(s)
Reversion of Funds: (if applicable)	00111-195001-599100-0000000-00000906	FY 2025/26
	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):	118.107 & 118.301(a)(3)(iv)	CIP (yes or no): No

Justification for Waiver

118.107: Authorize a direct contract with the Step-by-Step 4 Help Foundation, Inc. for the Pathways to Potential Afterschool Program.

118.301(a)(3)(iv): A portion of the City funds will be allocated for incentives/field trips, food/snacks, and t-shirts for program participants, as well as parent engagement/events, which strengthen school-home connections and empower caregivers.

Justification for / Description of Transfer:

To appropriate \$76,525 from the Special Council Contingency for the FY 24/25 Council Strategic Plan to the Grants and Contract Compliance Division to administer a direct contract with the Step-by-Step 4 Help Foundation, Inc. for the Pathways to Potential Afterschool Program.

Net Amount Appropriated and/or Transferred: \$76,525.00

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

CITY COUNCIL

Requesting Council Member:	CM Clark-Murray	CM's District:	CD 9
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

Date of Action By Mayor: _____ Approved: _____

Division Chief: _____ Date Initiated: _____

Prepared By: _____ Phone Number: _____

Initiated / Requested By (if other than Department): _____

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: 1) whether or not a grant requires a new 1Cloud grant number 2) the availability of prior-year revenue 3) the available fund balance in a non-all-years fund 4) the use of fund balance appropriations in all-years funds.

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	Total:	\$76,525.00	Accounting Codes						
						Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Special Council Reserve-Activity	Contingency		\$76,525.00	00111	195001	599100	000000	00000906	00000	00000000

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	Total: \$76,525.00	Accounting Codes							
					Amount	Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Step by Step 4 Help Foundation	Subsidies & Contributions To Private Org		\$76,525.00	00111	111002	582001	000000	00002102	00000	00000000