

City of Jacksonville, Florida
Request for Budget Transfer Form

Supervisor of Elections _____ 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) N/A
 Section of Code Being Waived (if applicable): _____ N/A CIP (yes or no): No

Justification for Waiver
N/A

Justification for / Description of Transfer:
 As the host county for the October 2025 FCEP Session, the SOE was responsible for providing breakfast, lunch, snacks, beverages and paper products in support of the training. FCEP has reimbursed the SOE for these expenses, which were initially charged to Employee Training account. This transfer serves to appropriate funding for the expenditures in the Food account 552060. Accounting to move actual expenditures from the Training Account 555001.

Net Amount Appropriated and/or Transferred: \$2,408.74
 * 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 TD / BT Number: 26-031

Date Rec'd.	Date Fwd.	Approved	Disapproved

Department Head _____
 Mayor's Office _____
 Accounting Division _____
 Budget Division _____

Date of Action By Mayor: _____ Approved: _____

Initiated / Requested By (if other than Department): _____
 Prepared By: _____
 Date Initiated: _____
 Phone Number: _____

Revised Exhibit 1
 Rev B. 26-031
 February 3, 2026 - Finance

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	Accounting Codes										
				Amount	Fund	Center	Account	Project *	Activity	Interfund	Future			
				Total:	\$2,408.74									
Rev	General Fund Operating	SERE Registration-Other General Governmental	Miscellaneous Sales and Charges	\$2,408.74	00111	640001	369050	000000	00000000	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	Accounting Codes										
				Amount	Fund	Center	Account	Project *	Activity	Interfund	Future			
				Total:	\$2,408.74									
Exp	General Fund Operating	SERE Registration-Other General Governmental	Food	\$2,408.74	00111	640001	552060	000000	00000000	00000	00000000			