

City of Jacksonville, Florida  
Request for Budget Transfer Form

Finance and Administration / Risk Management

Department or Area Responsible for Contract / Compliance / Oversight

Council District(s)

Reversion of Funds:  
(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): NO

Justification for Waiver

Justification for / Description of Transfer:

To increase the FY 2024/25 budget for fund 56101 by \$28,392.80. To fund the new position of Risk Operation Manager, we unfunded the RM Admin Assistant position from the 56301. The savings from the position is transferred to 56101 to cover the cost of reclassifying a position in workers comp to a risk operation manager.

*related RCAS-007 / memos*

Net Amount Appropriated and/or Transferred:

38,314.41 \$28,392.80

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

Requesting Council Member:

CM's District:

Requesting Council Member:

CM's District:

Prepared By:

Ordinance:

CITY COUNCIL

OFFICE OF THE MAYOR

BUDGET ORDINANCE  TRANSFER DIRECTIVE

Date Rec'd	Date Fwd.	Approved	Disapproved
9/19/24		<i>Ayanna Johnson</i>	
9/30/24	10/24	<i>Tracy Flynn</i>	
9/30/24	10/1/24	<i>Bibinia Centeno</i>	

Date of Action By Mayor:

SEP 23 2024

Approved:

Division Chief: Tracy Flynn

Date Initiated: 9/17/2024

Prepared By: Bibinia Centeno

Phone Number: 255-5311

Initiated / Requested By (if other than Department):

TD / BT Number:

BT25-010

*revised to include benefits*

*Donna Deegan*

APPROVED BY: \_\_\_\_\_  
MAYOR'S BUDGET REVIEW COMMITTEE  
DATE: SEP 23 2024

3  
9-23-24

**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

Revised by Budget Office to Include Impact of Benefits

**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	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
Exp	Insured Programs	Miscellaneous Insured Programs	Permanent and Probationary Salaries	\$28,392.15	56301	112004	512010	000000	00000000	000000	00000000
Exp	Insured Programs	Miscellaneous Insured Programs	Medicare Tax	\$411.69	56301	112004	521020	000000	00000000	000000	00000000
Exp	Insured Programs	Miscellaneous Insured Programs	Disability Trust Fund-ER	\$85.18	56301	112004	522070	000000	00000000	000000	00000000
Exp	Insured Programs	Miscellaneous Insured Programs	GEPP Defined Contribution DC-ER	\$3,321.88	56301	112004	522130	000000	00000000	000000	00000000
Exp	Insured Programs	Miscellaneous Insured Programs	Group Life Insurance	\$100.51	56301	112004	523030	000000	00000000	000000	00000000
Rev	Self Insurance	Transfer From Fund 56301	Interfund - Transfer In	\$32,311.41	56101	191040	381910	000000	00000000	56301	00000000
Total:				\$64,622.82							

**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	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
Exp	Insured Programs	Transfer to Fund 56101	Interfund Transfer Out	\$32,311.41	56301	191040	591910	000000	00000000	56101	00000000
Exp	Self Insurance	General & Auto Liability Program	Permanent and Probationary Salaries	\$7,196.60	56101	112003	512010	000000	00000000	000000	00000000
Exp	Self Insurance	General & Auto Liability Program	Medicare Tax	\$104.35	56101	112003	521020	000000	00000000	000000	00000000
Exp	Self Insurance	General & Auto Liability Program	Disability Trust Fund-ER	\$21.59	56101	112003	522070	000000	00000000	000000	00000000
Exp	Self Insurance	General & Auto Liability Program	GEPP Defined Contribution DC-ER	\$842.00	56101	112003	522130	000000	00000000	000000	00000000
Exp	Self Insurance	General & Auto Liability Program	Group Life Insurance	\$25.48	56101	112003	523030	000000	00000000	000000	00000000
Total:				\$64,622.82							