

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

Department of Finance and Administration All
 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): _____
 Justification for Waiver CIP (yes or no): No

Justification for / Description of Transfer: _____

Appropriating \$1,000,000 for small business grants to businesses who have had to institute additional cleaning measures for COVID-19 after businesses have begun to reopen.

Net Amount Appropriated and/or Transferred: \$1,000,000.00

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

CITY COUNCIL

Requesting Council Member: CM Dennis CM's District: 9
 Requesting Council Member: _____ CM's District: _____
 Prepared By: _____ Ordinance: _____

OFFICE OF THE MAYOR

BUDGET ORDINANCE TRANSFER DIRECTIVE TD / BT Number: _____

Date Recd.	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.

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	Project *	Accounting Codes		
									Activity	Interfund	Future
Rev	Emergency Incidents	TBD	US Department of Treasury	\$1,000,000.00	10602	TBD	331511	010008	00000000	00000	0000000
Total:				\$1,000,000.00							

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	Amount	Fund	Center	Account	Project *	Accounting Codes		
									Activity	Interfund	Future
Exp	Emergency Incidents	TBD	Miscellaneous Grants & Aids	\$1,000,000.00	10602	TBD	583010	010008	00000000	00000	0000000
Total:				\$1,000,000.00							