



BUDGET TRANSFER FORM

FINANCE DEPARTMENT

DEPARTMENT INFORMATION			
Requestor: Diane Colonna		Date: April 25, 2016	
Department/Division: Margate CRA			
BUDGET INFORMATION			
ACCOUNT NUMBER(S)	ACCOUNT NAME(S)	BUDGET DECREASE	BUDGET INCREASE
340-0510-590.91-02	Contingency	\$ 250	
340-0510-512.39-03	Capital Improvement - Bank Fees		\$ 250
GRAND TOTAL		\$ 250	\$ 250
NET EFFECT OF BUDGET TRANSFER MUST = \$0		\$ 0	

EXPLANATION
<i>Banking Fees for FY2016</i>

Department Head or Designee: *Diane Colonna* Date: *4-28-16*

City Manager: _____ Date: _____

Finance Director or Designee: _____ Date: _____

FOR FINANCE USE ONLY	
Posted By:	Date:
Group (JE)#:	Reviewed By:

Courtney Easley

From: Decia Burke
Sent: Monday, April 25, 2016 12:35 PM
To: Diane Colonna; Courtney Easley
Subject: FW: Overbudget Account

Hi:

Can you do the budget transfer to 340-0510-512.39-03 instead, it should be about \$250 for the full year. Thanks.

From: Decia Burke
Sent: Monday, April 18, 2016 2:12 PM
To: Diane Colonna
Subject: Overbudget Account

Good Day:

The following account is overbudget, please prepare a budget transfer to correct the current overage and any anticipated charges on account:

340-0510517.39-03 -- Banking Fees - \$60

Thank you.

Decia Smith-Burke
Budget Manager
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Margate, FL 33063
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