



Budget Adjustment Form

Finance Department Use Only

Set/Batch/BE ID#: BE2102505

Proof Job #:

Entered By:

Date:

Request Date: 2/16/2021

Fiscal Year: FY21

Requesting Department: Finance

Adjustment Description: Excess ERAF to General Fund

Requestor: Jessie Gooch

Department Head Approval: Date: 2/4/2021

Date: 2/4/2021

Finance Analyst Review: () Date: 2/3/2021

Date: 2/3/2021

City Manager Approval (if required)*: *[Signature]* Date: *[Date]*

Date:

GL/JL Key	Rev Object	Description of Adjustment	Increase / (Decrease)
41940	31111	Excess ERAF	1,500,000
Total Revenue Adjustments:			1,500,000

Justification: Received more Excess ERAF dollars than anticipated in FY21. The General Fund has a budgeted deficit of \$3.6 million for FY21, and the actual deficit will likely be higher due to low revenue and high expenses. Moving \$1.5 million of Excess ERAF from the Non-Recurring General Fund to the General Fund will help offset the deficit.

City Clerk Signature (if required)**: _____ Date: _____

** City Manager Approval required for transfers between departments within the same fund, any changes to salary/benefit budgets, or matching increases to revenue and expense budgets.*

**** City Clerk Signature indicates that the requested Budget Adjustment was approved by Council.**



Journal Entry Request Form

This form is used to request corrections in actual transactions that posted to the incorrect account in IFAS. This form is to be completed and submitted to the Finance Manager for processing. If you are unsure the appropriate amounts, please enter as much detail in the "Reason" box as possible and Finance will contact you with questions.

Finance Department Use Only

Set/Batch#: _____
JE ID#: _____
Proof Job #: _____
Distrib. Job #: _____
Entered By: _____
Date: _____

Request Date: 2/16/2021 Requesting Department: Finance

Adjustment Description: (30 Char.) Excess ERAF to General Fund

Secondary Reference: (15 Char.) _____

Requestor:

Department Approval:

Revenue Adjustments:	Key	Object	JL Key	JL Object	DECREASE	INCREASE	Net
					(DEBIT)	(CREDIT)	
	49940	31111			(1,500,000.00)		1,500,000.00
	41940	31111				1,500,000.00	1,500,000.00
							-
							-
Total Revenue Adjustments:							3,000,000.00

Reason: Remove \$1.5 million of Excess ERAF posted to Non-Recurring General Fund and post to the General Fund instead. See BE2102505 for more detail.

***Please attach IFAS report(s) with transaction error(s) highlighted, and other documentation as necessary, for back-up.**

FINANCE USE ONLY

Approved by:

Date: _____