



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

Finance Analyst Review: _____

Date: 2/3/2021

City Manager Approval (if required)*: _____

Date: _____

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

GL or JL Key	GL/JL Exp Object	Description of Adjustment	Increase / (Decrease)
Total Expenditure Adjustments:			-

Net Adjustment: 1,500,000

1,500,000	-
TOTAL DR	TOTAL CR

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: _____

ATTACHMENT 2

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

Expenditure Adjustments:	Key	Object	JL Key	JL Object	INCREASE	DECREASE	Net
					(DEBIT)	(CREDIT)	
							-
							-
							-
							-
Total Expenditure Adjustments:							-

Net Adjustment : **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: _____