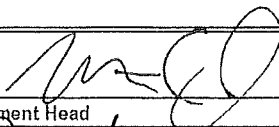
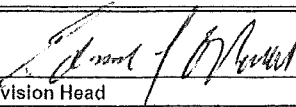
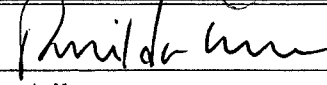
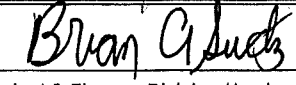


**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name: Dept #
 Planning & Zoning 4171

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4171	550.18	66,000	Engineering/ Architectural
- Line Item Decrease	-	100	50	4171	550.15	(66,000)	Other Contractual Services
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)
 Department Director requesting to move \$66,000 in 2021 Budget from Other Contractual Services to Engineering/ Architectural. This will cover higher-than-expected costs of outside engineering firms to help review portions of land development plans. A higher number of land development plans of a more complex nature (large warehouses) were proposed this year from pent-up demand as the pandemic waned, and this increased our costs associated with outside engineer reviews... but this activity also brought in ample fee revenue that we charge to cover these costs. So far this year, we've raised \$367,000 in fees under Revenue Line 405.30 (a record amount). This more than covers the higher-than-expected outside engineer consult expenses (550.18) which so far total \$154,120 (with more bills expected to be paid out for services rendered in November and December 2021). There are ample funds left in the Other Contractual Services line because consultant fees for the Comprehensive Plan and Long-Range Plan did not end up totaling the maximum that could have been anticipated during this fiscal year (a substantial amount was billed in the final months of 2020). Those projects are complete.

	12/3/21		2021-1203
Department Head	Date	Division Head	Date
	12/22/21		12-22-21
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name: Budget and Finance

Dept # 4114

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4114	540.14	2,310	Office supplies
- Line Item Decrease	-	100	20	4114	540.70	3,500	Small Tools & Minor Equipment
		100	20	4137	510.10	(5,810)	Wages
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)
 Transfer needed for additional expenses

		<i>Brian G. Lueth</i> 12-22-21	
Department Head	Date	Division Head	Date
<i>Ronald W. ...</i> 12/22/21		<i>Brian G. Lueth</i> 12-22-21	
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name: Assessment

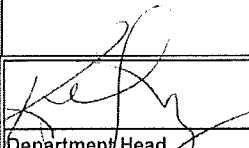
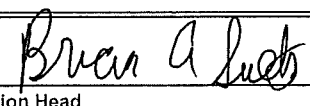
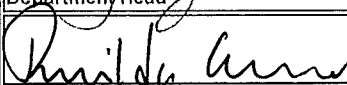
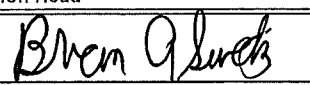
Dept #

4136

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4136	550.29	\$ 3,500.00	Mileage
- Line Item Decrease	-	100	20	4136	530.10	\$ (3,500.00)	Benefits Opt Out
Total						\$ -	(Must equal 0)

Explanation (Attach memo if necessary)

There isn't anyone in this department in 2021 that receives an opt out benefit yet there is \$6,000 budgeted. We are short \$1,195.66 for November's mileage and anticipate a shortfall for December as well.

	12/1/21		12-22-21
Department Head	Date	Division Head	Date
	12/22/21		12-22-21
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name Dept #
 Area Agency on Aging 9100

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	910	70	9100	510.15	51,209	Wages Non-Represented ✓
+ Line Item Increase	+	910	70	9100	510.30	1,500	Wages On-Call ✓
+ Line Item Increase	+	910	70	9100	540.14	2,500	Office Supplies ✓
+ Line Item Increase	+	910	70	9100	540.22	32,000	Computer Software ✓
+ Line Item Increase	+	910	70	9100	540.25	10,000	Computer Hardware under \$5000.00 ✓
+ Line Item Increase	+	910	70	9100	550.12	100	Excess Workers Comp Insurance Premium ✓
+ Line Item Increase	+	910	70	9100	550.13	10,000	Shared Personnel ✓
+ Line Item Increase	+	910	70	9100	550.14	863	Accounting & Auditing Services ✓
+ Line Item Increase	+	910	70	9100	550.22	6,000	Telephone/Internet ✓
+ Line Item Increase	+	910	70	9100	550.32	10,000	Printing ✓
+ Line Item Increase	+	910	70	9100	560.36	1,500	Volunteer Recognition ✓
- Line Item Decrease	-	910	70	9100	510.20	(49,572)	Wages Represented
- Line Item Decrease	-	910	70	9100	540.19	(7,000)	Computer Printing Supplies
- Line Item Decrease	-	910	70	9100	540.70	(16,100)	Small Tools and Minor Equipment
- Line Item Decrease	-	910	70	9100	550.45	(15,000)	Repairs / Maintenance - Buildings
- Line Item Decrease	-	910	70	9100	550.53	(23,000)	Rent of Buildings
- Line Item Decrease	-	910	70	9100	560.37	(5,000)	Caregiver Program
- Line Item Decrease	-	910	70	9100	560.64	(10,000)	Meeting / Conference/ Training Fees
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

Increase Printing to cover maintenance agreements through December. Increase Wages Non-Represented, Wages On-Call, Office Supplies, Computer Software, Computer Hardware, Excess Worker's Comp, Shared Personnel, Accounting/Auditing Services, Phone/Internet, and Volunteer Recognition to cover invoices due by 12/31/21. Decrease Wages Represented, Computer Printing Supplies, Small Tools, R&M Buildings, Rent of Buildings, Caregiver Program and Meeting/Conference/Training Fees.

<i>Mary Roselle</i>	12/1/21	<i>Lynn H...</i>	12/1/21
Department Head	Date	Division Head	Date
<i>Shirley Ann</i>	12/22/21	<i>Brian C. S...</i>	12-22-21
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

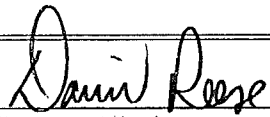
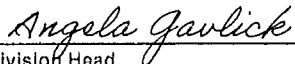
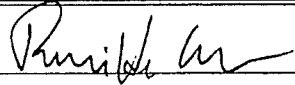
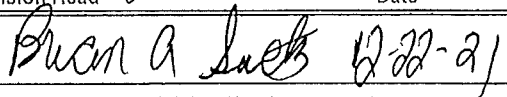
Department Name: Mapping

Dept # 4140

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4140	550.47	4,174	Repairs Maint.-machinery & Equip
- Line Item Decrease	-	100	30	4850	550.63	(4,174)	Insurance-auto
Total						0	<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)

Transfer Required for New Server.

	12/21/2021		12/22/21
Department Head	Date	Division Head	Date
	12/22/21		12-22-21
County Manager	Date	Budget & Finance Division Head	Date

