LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Luzerne County 9-1-1	4286

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	260	50	4286	550.41	$ 43	**SEWER**
- Line Item Decrease	-	260	50	4286	590.34	$ (43)	**TRANSFERS**
					Total	0	***(Must equal 0)***

Explanation (Attach memo if necessary)

Budget transfer moves unused expenditure authority from the transfers line item, 260.50.4286.590.34 to Sewer, 260.50.4286.550.41, covering the unforecasted additional costs and remaining 4th quarter payment for 911 sewer services in FY2017. The overall 260.50.4286- FY2017 budgetary obligation is not increasing with this transfer.

Fred J. Rosera 10-31-17 Department Head Date	Edward J. O'Neill 03-NOV-2017 Division Head Date
David Pedri 11/17/17 County Manager Date	Brian Abbott 11-17-17 Budget & Finance Division Head Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
GIS / MAPPING	4140

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4140	550.22	400	TELEPHONE/INTERNET
- Line Item Decrease	-	100	30	4140	540.14	(400)	OFFICE SUPPLIES
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

A $400 transfer is needed to cover the cost of telephone/internet for the GIS/Mapping department. $400 will need to be transferred from 100.30.4140.540.14 to 100.30.4140.550.22. I am requesting a budget transfer to cover this need.

David B Reese	11/9/2017		11/13/17
Department Head	Date	Division Head	Date
	11/17/17		11-17-17
County Manager	Date	Budget & Finance Division Head	Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Public Defender's Office	4152

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	80	4152	560.61	14,000	Subscriptions
- Line Item Decrease	-	100	80	4152	~~56~~.17	(14,000)	Examinations/Witnessess
					560.17		
				Total		0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The Public Defender Office requests the transfer of funds from Examinations/ Witnesses to Subscriptions to pay for the professional subscription services received that exceeds the amount that was budgeted. Examinations / Witnesses has a surplus of funds because the Public Defender office did not handle a capital murder case in 2017.

Department Head	Date	Division Head	Date 11/5/17
County Manager	Date 11/17/17	Budget & Finance Division Head	Date 11-17-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
ROAD AND BRIDGE	4310

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4310	540.16	2,500	MATERIALS
+ Line Item Increase	+	100	50	4310	550.22	3,000	TELEPHONE
- Line Item Decrease	-	100	50	4310	550.50	(5,500)	ROAD REPAIR
- Line Item Decrease	-						
- Line Item Decrease	-						
- Line Item Decrease	-						
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Due to the increased maintenance and repairs for various building projects, we now find it necessary to transfer money to finish the current fiscal year. There was an increase in telephone costs to our District Garage's due to the installation of internet and KRONOS access. Money available in road repairs that can be transferred to accomplish this.

Department Head — Date	Division Head — Date: 15-NOV-2017
County Manager — Date: 11/17/17	Budget & Finance Division Head — Date: 11-17-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
ROAD & BRIDGE - LIQUID FUELS	4310

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	200	50	4310	550.50	35,000	REPAIRS ROADS
+ Line Item Increase	+	200	50	4310	550.72	12,500	VEHICLE REPAIR
- Line Item Decrease	-	200	50	4310	599.46	(47,500)	EQ. >5000
- Line Item Decrease	-						
- Line Item Decrease	-						
- Line Item Decrease	-						
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

There was an anticipated purchase of a piece of equipment to repair roads that will not be done. This money needs to be re-allocated into line items that are low in funds and may not be sufficient to complete services for the remainder of the year. We need these funds to insure services are available for the upcoming winter season.

Department Head — Date	Division Head — Date: 15-NOV-2017
County Manager — Date: 11/17/17	Budget & Finance Division Head — Date: 11-17-17

Budget Transfer Request 2014-11-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Convention and Visitors Bureau **4670**

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	430	30	4670	550.27	9,000	Travel Expense
- Line Item Decrease	-	430	30	4670	550.32	(9,000)	Printing
	+	430	30	4670	550.29	1,000	Mileage
	-	430	30	4670	550.32	(1,000)	Printing
					Total	0	***(Must equal 0)***

Explanation (Attach memo if necessary)

Training conferences for new employee and additional tradeshows for Dir. of Marketing; Mileage increased due to Membership/Marketing person on the road for new member and potential member sales calls

	10-15-17		11/6/17
Department Head	**Date**	**Division Head**	**Date**
	11/15/17		11-17-17
County Manager	**Date**	**Budget & Finance Division Head**	**Date**

Budget Transfer Request 2014-11-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Office of Human Services	9500

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	950	70	9500	540.14	300	Office Supplies
+ Line Item Increase	+	950	70	9500	540.16	300	Material & Supply Requisition
+ Line Item Increase	+	950	70	9500	550.25	500	Other Communication Expenses
- Line Item Decrease	-	950	70	9500	550.53	(1,100)	Rent of Buildings
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Increase in Office Supplies and Materials & Supply Requisition is due to the relocation of OHS Human Resource staff to Penn Place. Increase in Other Communication Expenses is due to cell phones reimbursement being charged to this account instead of the Telephone account. Decrease in Rent of Buildings due to a reduction in estimated rent.

11/3/17	11/6/17
Department Head — Date	Division Head — Date
11/17/17	11-17-17
County Manager — Date	Budget & Finance Division Head — Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Sheriff's Department	4197

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4197	510.15	$7,000.00	Wages Non-Represented
- Line Item Decrease	-	100	60	4197	510.20	($7,000.00)	Wages Represented
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Account 510.15 Wages Non-Represented was underfunded in FY2017 due to the creation of a Lieutenant position. Funds are availiable in 510.20 Wages Represented as a result of having vacant positions. Both funds are expected to be fully funded in FY2018.

11/1/17		11/15/17	
Department Head	Date	Division Head	Date
11/17/17		11-17-17	
County Manager	Date	Budget & Finance Division Head	Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Sheriff's Department	4197

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4197	510.35	19,400	Wages Overtime
- Line Item Decrease	-	100	60	4197	510.25	(19,400)	Wages Per Diem
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Account 510.35 Wages Overtime was underfunded in FY2017 due to the need to work more overtime assignments than anticipated. Funds are available in 510.25 Wages Per Diem as a result of not utilizing Per Diem Deputies or Security Guards. Both accounts are expected to be fully funded in FY2018.

[signature]	11/15/17	[signature]	11/15/17
Department Head	Date	Division Head	Date
[signature]	11/17/17	[signature]	11-17-17
County Manager	Date	Budget & Finance Division Head	Date