

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name Record Storage

Dept # 4198

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4198	550.43	1,750	Water
- Line Item Decrease	-	100	60	4198	550.41	(1,750)	Sewer
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**  
 Records Storage need funds to cover Water due to initial year estimates. Sewer has sufficient funds to cover this.

<i>Edward J. Krasko</i>	<i>10/5/17</i>	<i>Joann Hogganath</i>	<i>10/5/17</i>
Department Head	Date	Division Head	Date
<i>Daniel P. M...</i>	<i>10/6/17</i>	<i>Brian A. S...</i>	<i>10/6/17</i>
County Manager	Date	Budget & Finance Division Head	Date



**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name - Recorder of Deeds/Register of Wills

Dept #4153

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4153	510.20	16,750	Wages Represented
	+	100	60	4153	510.35	1,000	Wages Overtime
	+	100	60	4153	540.73	1,500	Postage
	+	100	60	4153	550.30	1,300	Advertising
- Line Item Decrease	-	100	60	4195	510.20	(20,550)	Wages Represented
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

The Recorder of Deeds/Register of Wills needs funds to cover Wages Represented due to a Clerk II position that was created from a Prothonotary/Clerk of Courts retirement, Overtime due to two Landex drives crashing, postage due to new Orphans Court Rules that require the office to provide notices, and Advertising due to open positions. The Prothonotary/Clerk of Courts has sufficient funds in Wages Represented to cover the transfer due to the retirement of an employee and the position being filled at entry level salary.

<i>Jan 2 Heckler</i>	<i>10-5-17</i>	<i>Joan Duggan</i>	<i>10/5/17</i>
Department Head	Date	Division Head	Date
<i>Drew F. Pabli</i>	<i>10/6/17</i>	<i>Brian C. Smith</i>	<i>10/6/17</i>
County Manager	Date	Budget & Finance Division Head	Date

# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name Recorder of Deeds/Register of Wills

Dept # 4153

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4153	550.29	100	Mileage Reimburs.
- Line Item Decrease	-	100	60	4153	560.64	(100)	Meeting/Conf/Train
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

The Recorder/Register needs funds to cover Mileage Reimbursement. Meetings/Conference/Training Fees has sufficient funds to cover this.

<i>Mary K. Duplecki</i>	<i>10-5-17</i>	<i>Joan Duggan</i>	<i>10/5/17</i>
Department Head	Date	Division Head	Date
<i>Doreen P. ...</i>	<i>10/6/17</i>	<i>Bruce A. ...</i>	<i>10/6/17</i>
County Manager	Date	Budget & Finance Division Head	Date