

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name	Dept #
Mental Health & Developmental Services	9400

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	940	70	9400	540.16	20,000	Material & Supply Requisition
- Line Item Decrease	+	940	70	9400	550.27	2,500	Travel Expense
	+	940	70	9400	550.49	10,000	Repairs / Maintenance - Software
	+	940	70	9400	560.64	20,000	Meeting / Conference / Training Fees
	+	940	70	9400	540.22	10,000	Computer Software
	+	940	70	9400	550.22	10,000	Telephone
	+	940	70	9400	550.30	5,000	Advertising
	-	940	70	9400	550.12	(6,000)	Excess Workers Comp Insurance Premium
	-	940	70	9400	560.55	(71,500)	Purchase Service - Agency
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

The increase in Material & Supply Requisition of \$20,000 is due to the need to purchase approximately 12 laptop computers for Supports Coordination caseworkers, to replace current defective machines. This expense was not foreseen during the 2017 budget process, and a similar amount is expected to be needed during 2018 for additional laptops, and will be included in that budget process. An increase in Travel Expense of \$2,500 is requested due to additional travel necessary to attend Systems of Care training & conferences, funded by the Systems of Care federal grant. The department was not aware of these events during the 2017 budget planning process. A similar amount will be included in the 2018 budget. A Repairs / Maintenance - Software increase of \$10,000 is needed primarily due to an increase in the cost of server maintenance related to EZ Cap mental health billing software. This increase was unknown at the time the 2017 budget was adopted, and will be included in the 2018 budget. An increase of \$20,000 in Meeting / Conference / Training Fees is due to a suicide prevention event that was held in June 2017, using excess FY 16/17 State funding. The increase is also due to a greater number of Systems of Care trainings than anticipated during 2017 budgeting. The Systems of Care trainings will be considered during 2018 budgeting. An increase of \$10,000 in Computer Software is needed as the result of an additional digital records scanning service added to the current contract, in order to include additional administrative files. This amount was added in early 2017, and was not considered when preparing the 2017 budget. The amount will be included in the 2018 budget. An increase of \$10,000 in Telephone expense is needed due to additional JetPack wireless access units purchased for caseworkers during 2017, at an annual cost of \$480 each. The remaining increase is due to a high volume of conference calls needed for the Systems of Care Program. These amounts were not known during 2017 budgeting, and will be included in the 2018 budget. An increase of \$5,000 in Advertising is due to a greater need to advertise events & requests for proposals related to the Systems of Care Program. This additional amount was not known during 2017 budgeting, and will be included in the 2018 budget. A decrease of \$6,000 in Excess Worker's Comp Insurance Premium is due to the 2017 Worker's Comp invoice being less than anticipated. This expense line item can be decreased because the 2017 invoice has been paid. This amount will be considered when preparing the 2018 budget. A decrease of \$71,500 in Purchased Service - Agency is the result of less than anticipated billing by service providers during the months of January to June 2017. This amount will be considered during 2018 budgeting.

<i>Sara Valle</i>	8/23/17	<i>Lynn Jiri</i>	8/28/17
Department Head	Date	Division Head	Date
<i>Paul P. ...</i>	9/7/17	<i>Brian ...</i>	8-30-17
County Manager	Date	Budget & Finance Division Head	Date


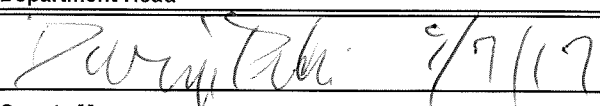
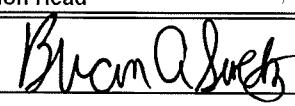
LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name: Public Defender Office Dept #: 4152

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	80	4152	560.64	18,000	Confernece/Meetings
- Line Item Decrease	-	100	80	4152	560.17	(18,000)	Expert Witness
Total						0	<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)

The Public Defender's Office has a surplus of funds in 100.80.4152.560.17 - Examination/expert witnesses due to the lack of capital homicide cases this year. We would like to transfer some of those funds to the Conference/Meetings line item (100.80.4152.560.64) to cover the costs of travel to and from seminars, as well as the seminars themselves.

	 7/20/17
Department Head	Division Head
 7/7/17	 7-30-17
County Manager	Budget & Finance Division Head