LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Veteran Affairs	4491

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	70	4491	540.14	1,000.00	Office Supplies
- Line Item Decrease	-	100	70	4491	599.34	(1,000.00)	Cemetery Markers
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

This budget transfer request is being made in order to purchase a standing height work desk for the Veteran Affairs main reception area. This type of desk is required because our copier/fax is located in the main reception area. This budget transfer request is also being submitted in order to purchase needed office supplies.

12/4/17	12/5/17
Department Head Date	Division Head Date
12/18/17	12-17-17
County Manager Date	Budget & Finance Division Head Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Veteran Affairs	4491

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	70	4491	550.22	650.00	Phone/Internet
- Line Item Decrease	-	100	70	4491	540.31	(650.00)	Memorial Day Expenses
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget transfer is being requested to cover phone expenses and the expenses related to the acquisition of a Verizon mobile hotspot used for internet access while conducting home visitations to disabled veterans and/or their dependents

	12/4/17		12/5/17
Department Head	Date	Division Head	Date
	12/18/17		12-14-17
County Manager	Date	Budget & Finance Division Head	Date

Budget Transfer Request 2014-11-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Veteran Affairs	4491

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	70	4491	550.45	15,470.00	Repairs/Maintenance Buildings
- Line Item Decrease	-	100	70	4491	599.~~34~~ 28	(15,470.00)	Burial Benefits
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

This budget transfer request is being submitted in order to complete repairs of the Forty Fort Annex restrooms. The restrooms are utilized by veterans and their dependents and are currently in deplorable condition.

12/5/17	12/20/17
Department Head — Date	Division Head — Date
12/20/17	12/20/17
County Manager — Date	Budget & Finance Division Head — Date

Budget Transfer Request 2014-11-17

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	550.28	2,000	Parking
- Line Item Decrease	+	910	70	9100	550.53	10,000	Rent of Buildings
	+	910	70	9100	550.14	1,500	Acounting & Auditing Fees
	+	910	70	9100	55039	100	Liability Insurance
	-	910	70	9100	560.45	(13,600)	Caregiver Program
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

We are increasing parking by $2,000 because we increased our parking spots at Thomas C. Thomas Building from 33 to 35 spots. We are increasing rent of buildings because the rent increased in the Pittston Active Adult Center. We are increasing Accounting and Auditing fees by $ 1,500 to reflect anticipateed expenses for the FY 17-18 Audit. We are increasing Liabiltiy insurance by $100 to record the acutal expense for 2017. We are decreasing the Caregiver Program as our expenses will be less than originally estimated due to consumers terminating the program.

Mary Roselle 12/7/17 Department Head Date	Lynn Hill 12/8/17 Division Head Date
David Pedri 12/18/17 County Manager Date	Brian Gibbons 12-14-17 Budget & Finance Division Head Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Bureau of Elections	4120

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4120	550.30	200	Transfer to Advertising
- Line Item Decrease	-	100	30	4120	550.15	(200)	Transfer from Printing
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The Bureau of Elections requests a budget transfer from Printing to Advertising. The department incurred additional advertising costs related to the Statewide Special Referendum Question advertising requirements. In addition to the question content advertising requirement, the county was also required to advertise the Plain English Statement of the question.

Marissa Crispo — Department Head — Date 12/5/17	12/6/17 — Division Head — Date
David Pedri — 12/18/17 — County Manager — Date	Brian G Swetz — 12-14-17 — Budget & Finance Division Head — Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name: District Attorney | **Dept #** 4194

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	12	4194	550.29	2,000	Mileage
- Line Item Decrease	-	100	12	4194	550.27	(2,000)	Travel
					Total	0	***(Must equal 0)***

Transfer of funds to cover mileage expense for 2017.

		[illegible]	12/5/17
Department Head	**Date**	**Division Head**	**Date**
[illegible]	12/18/17	[illegible]	12-14-17
County Manager	**Date**	**Budget & Finance Division Head**	**Date**

Budget Transfer Request

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	540.53	3,019	Clothing & Uniforms
- Line Item Decrease	-	100	60	4197	540.16	(3,019)	Material & Supply Requisition
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Account 540.53 Clothing & Uniforms was underfunded in FY2017 due to the hiring of five new Deputy Sheriff's, and the required purchase of their equipment. Funds are available in 540.16 Material & Supply Requisition as a result of having fewer Security related equipment purchases or repairs. Both accounts are expected to be fully funded in FY2018.

12/11/17		12/11/17	
Department Head	Date	Division Head	Date
12/18/17		12-14-17	
County Manager	Date	Budget & Finance Division Head	Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Treasurer	4139

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4139	560.64	120	Meetings Conference training
- Line Item Decrease	-	100	20	4139	540.73	(120)	postage
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Transfer required to pay final conference bill for Treasurers for 2017

		Brian A Swetz	12-17-17
Department Head	Date	Division Head	Date
David Pedri	12/18/17	Brian A Swetz	12-14-17
County Manager	Date	Budget & Finance Division Head	Date