# LUZERNE COUNTY
## BUDGET TRANSFER REQUEST

**Department Name Prothonotary/Sheriff** **Dept # 4195**

| Action Type | Action | Fund | Div | Dept | Acct | Amount | Account Description |
|---|---|---|---|---|---|---|---|
| + Line Item Increase | + | 100 | 60 | 4195 | 510.35 | 7,239 | Wages Overtime |
| - Line Item Decrease | - | 100 | 60 | 4197 | 510.35 | (7,239) | Wages Overtime |
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| | | | | | **Total** | (0) | ***(Must equal 0)*** |

**Explanation (Attach memo if necessary)**

The Prothonotary/Clerk of Courts needs funds to cover overtime expenses incurred preparing files in Thomas C. Thomas for the move to the new records facility. The Sheriff's Department did not utilitze all of the overtime budgeted for their office due to not as many trials running past regualr work hours.

| | | | |
|---|---|---|---|
| | 1/6/17 | | 1/6/17 |
| **Department Head** | **Date** | **Division Head** | **Date** |
| | 1/11/17 | | 1-6-17 |
| **County Manager** | **Date** | **Budget & Finance Division Head** | **Date** |



FY2016 Budget

# LUZERNE COUNTY
## BUDGET TRANSFER REQUEST

**Department Name Recorder&Register/Sheriff** **Dept # 4153**

| Action Type | Action | Fund | Div | Dept | Acct | Amount | Account Description |
|---|---|---|---|---|---|---|---|
| + Line Item Increase | + | 100 | 60 | 4153 | 510.35 | 2,073 | Wages Overtime |
| - Line Item Decrease | - | 100 | 60 | 4197 | 510.35 | (2,073) | Wages Overtime |
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| | | | | | **Total** | 0 | ***(Must equal 0)*** |

**Explanation (Attach memo if necessary)**

The Recorders/Registers needs funds to cover overtime expenses incurred preparing files in Thomas C. Thomas for the move to the new records facility. The Sheriff's Department did not utilize all of the overtime budgeted for their office due to not as many trials running past regular work hours.

| | | | |
|---|---|---|---|
| Department Head | Date 1/6/17 | Division Head | Date 1/6/17 |
| County Manager | Date 1/11/17 | Budget & Finance Division Head | Date 1-6-17 |

Budget Transfer Request 2014-11-17

FY2016 Budget

## Luzerne County
### Budget Transfer Request

**Department Name** Sheriff **Dept. #** 4197

| Action | |
|---|---|
| + | Increase budget line |
| - | Decrease budget line |

| Action | Fund # | Div.# | Department # | Account # | Amount | Account Description |
|---|---|---|---|---|---|---|
| + | 100 | 60 | 4197 | 540.43 | $2,000.00 | Clothing & Uniforms |
| - | 100 | 60 | 4197 | 550.72 | ($2,000.00) | Repairs / Maintenance - Vehicle |
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| | | | | Total | $0.00 | *(Must equal 0)* |

**Explanation (Attach memo if necessary)**
A budget transfer is requested to fund the Clothing & Uniforms Account. The Clothing & Uniforms Account was underfunded in FY2016 due a higher than expected amount of new employees requiring the contractually obligated purchase of body armor. Funding for this invoice is available in Repairs / Maintenance - Vehicle account. The availability of funds in this account comes from fewer than expected repairs to vehicles needing to be made in FY2016. This account will be fully funded in FY2017.

| | | | |
|---|---|---|---|
| Department Head | 1/6/17 | Division Head | 1/6/17 |
| County Manager | 1/11/17 | Budget & Finance | 1-6-17 |

FY2016 Budget

# LUZERNE COUNTY
## BUDGET TRANSFER REQUEST

| Department Name | Dept # |
|---|---|
| LEVEE ( RIVERFRONT / FOUNTAIN ) | 4292 |

| Action Type | Action | Fund | Div | Dept | Acct | Amount | Account Description |
|---|---|---|---|---|---|---|---|
| + Line Item Increase | + | 100 | 50 | 4292 | 550.38 | 2,500 | Electricity |
| - Line Item Decrease | - | 100 | 50 | 4292 | 540.16 | (2,500) | Materials |
| - Line Item Decrease | - | | | | | | |
| - Line Item Decrease | - | | | | | | |
| - Line Item Decrease | - | | | | | | |
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| | | | | | Total | 0 | *(Must equal 0)* |

**Explanation (Attach memo if necessary)**

The electricity budget for the Levee / Fountain Lighting was reduced by $2,000 for 2016 based on the estimated usage of 2015 and an anticipated reduction in energy costs for this fiscal year. We now have a balance $676 and 2 months of left of electricity bills. Since the fountain is not being used this year there are additional funds available for transfer from our materials account.

| | | | |
|---|---|---|---|
| | | 03-JAN-2017 | |
| Department Head | Date | Division Head | Date |
| 1/11/17 | | 1-6-17 | |
| County Manager | Date | Budget & Finance Division Head | Date |



FY2016 Budget

# LUZERNE COUNTY
## BUDGET TRANSFER REQUEST

| Department Name | Dept # |
|---|---|
| ROAD & BRIDGE - LIQUID FUELS | 200-4310 |

| Action Type | Action | Fund | Div | Dept | Acct | Amount | Account Description |
|---|---|---|---|---|---|---|---|
| + Line Item Increase | + | 200 | 50 | 4310 | 550.72 | 15,000 | REPAIRS-VEHICLE |
| - Line Item Decrease | - | 200 | 50 | 4310 | 560.63 | (15,000) | SALT |
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| | | | | | **Total** | 0 | ***(Must equal 0)*** |

**Explanation (Attach memo if necessary)**

For 2016 there have been increased costs in maintenance of our trucks and other equipment. Since 2016 is being finalized there are additional funds available in our Road Salt Account. Please process this request so we may complete F/Y 2016.

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|---|---|
| 1/11/17 | 11-JAN-2017 |
| **Department Head** Date | **Division Head** Date |
| 1/11/17 | 1-11-17 |
| **County Manager** Date | **Budget & Finance Division Head** Date |

# 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 | 560.60 | 3,000 | Dues/Memberships |
| - Line Item Decrease | - | 430 | 30 | 4670 | 550.22 | (3,000) | Telephone |
| | | | | | | | |
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| | | | | | **Total** | 0 | ***(Must equal 0)*** |

**Explanation (Attach memo if necessary)**

Telephone service to be provided under County system, reducing Bureau expense.

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|---|---|---|---|
| | 1-6-17 | | 1/9/17 |
| **Department Head** | **Date** | **Division Head** | **Date** |
| | 1/11/17 | | 1-9-17 |
| **County Manager** | **Date** | **Budget & Finance Division Head** | **Date** |

Budget Transfer Request 2014-11-17

FY2016 Budget