

# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name: Office of Human Services      Dept #: 9500

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	950	70	9500	550.12	225	Excess Workers Comp Premium
+ Line Item Increase	+	950	70	9500	520.25	1,000	Other Communication Expenses
+ Line Item Increase	+	950	70	9500	560.66	1,201	Misc. Indirect Cost
- Line Item Decrease	-	950	70	9500	550.22	(1,225)	Telephone
- Line Item Decrease	-	950	70	9500	550.29	(1,201)	Mileage Reimbursement
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Increase in Excess Works Comp Insurance Premium is due to increase in premium. Increase in Other Communication Expenses due to cell phones reimbursement being charged to this account instead of the Telephone account. Increase in Misc. Indirect Costs due to increase in Cost Allocation Plan. Decrease in Mileage Reimbursement due to a reduction in employee travel.

<i>Allyson DePietro</i> Department Head	<i>7/10/17</i> Date	<i>Lynn Fee</i> Division Head	<i>7/13/17</i> Date
<i>Dennis F. ...</i> County Manager	<i>7/10/17</i> Date	<i>Brian ...</i> Budget & Finance Division Head	<i>7-18-17</i> Date



# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name Prothonotary/Clerk of Courts

Dept # 4195

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4195	510.35	5,000	Wages Overtime
- Line Item Decrease	-	100	60	4197	510.20	(5,000)	Wages Represented
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**  
 The Prothonotary/Clerk of Courts needs funds to cover overtime expenses incurred due to staffing issues. Wages represented has sufficient funds to cover the transfer due to a vacant Clerk II position not filled until June 23, 2017.

<i>James J. Hadden</i> Department Head	<i>7/25/17</i> Date	<i>Joan McGuire</i> Division Head	<i>7/24/17</i> Date
<i>Kevin J. ...</i> County Manager	<i>7/26/17</i> Date	<i>Brian A. ...</i> Budget & Finance Division Head	<i>7/26/17</i> Date


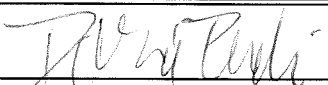



**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b>					<b>Dept #</b>		
General Government/Tax Collection					4176/4137		

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4176	550.15	22,500	Other Contractual Services
- Line Item Decrease	-	100	20	4137	590.14	(22,500)	Refunds
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**  
 Transfer required for Ecvivis Grant software and Digital Assurance Certification.

		 Brian A. Sweeney 7-20-17	
<b>Department Head</b>	<b>Date</b>	<b>Division Head</b>	<b>Date</b>
 J. W. Pauli	7/26/17	 Brian A. Sweeney	7-20-17
<b>County Manager</b>	<b>Date</b>	<b>Budget &amp; Finance Division Head</b>	<b>Date</b>



**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

	<b>Dept #</b>
Insurance & Benefits	4850

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	300	30	4850	550.37	\$100,000	Claims Expense
- Line Item Decrease	-	100	30	4850	550.34	(\$100,000)	Liability/Casualty
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

Budget transfer is required to fund additional claim expenses incurred and not anticipated for FY 2017.

 Department Head	 Division Head
7/11/17 Date	7/10/17 Date
 County Manager	 Budget & Finance Division Head
7/26/17 Date	7-18-17 Date



# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name: General Government/Tax Collection          Dept #: 4176/4137

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4136	560.64	16,000	Meeting/Confences/training
- Line Item Decrease	-	100	20	4137	590.14	(16,000)	Refunds
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

Transfer required for three new Real Property Investigators to get licenses, textbooks, lodging and meals to be certified

Department Head	Date	Division Head	Date
County Manager	Date	Budget & Finance Division Head	Date