LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Luzerne County Corrections	40

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	40	4235	550.29	2,000	Mileage Reimbursement
- Line Item Decrease	-	100	40	4233	550.72	(2,000)	Repairs/ Maintenance - Vehicle
	+	100	40	4235	560.64	6,000	Meeting/ Conference/ Training Fees
	-	100	40	4233	550.72	(6,000)	Repairs/ Maintenance - Vehicle
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Correctional Services Requests the transfer of funds to Mileage Reimbursement from Repairs/ Maintenance - Vehicle. Mileage Reimbursement needs more funds because of a higher number of hospital duty trips for inmates. An increase in Meeting/ Conference/ Training is needed for the training department equipment for correctional officers.

Mark Rocha 5-19-17	Mark Rocha 5-19-17
Department Head — Date	Division Head — Date
[illegible] 6/14/17	Brian Dutch 6-12-17
County Manager — Date	Budget & Finance Division Head — Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name Planning/Zoning	Dept #
	4171

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4171	550.29	2,000	Mieage Reimbursement
- Line Item Decrease	-	100	50	4171	540.73	(2,000)	Postage
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Due to the increase in staffing and the resulting increase in work by two staff members and myself in transportation related (MPO) activities, there has been a corresponding increase in Mileage expenses. Most of our mileage expenses are reimbursible by PennDOT.

James Terry 6/6/17 Department Head	Edward J. O'Donnell 06-JUN-2017 Division Head — Date
Thomas Tran 6/14/17 County Manager — Date	Brian Gibbons 6-12-17 Budget & Finance Division Head — Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name Planning/Zoning	Dept #
	4171

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4171	550.27	750	Travel expenses
- Line Item Decrease	-	100	50	4171	540.73	(750)	Postage
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Due to the increase in staffing and the resulting increase in work by two staff members and myself in transportation related (MPO) activities, there has been a corresponding increase in travel expenses. Most of our travel expenses are reimbursible by PennDOT.

James Terry 6/6/17 Department Head	06-JUN-2017 Division Head / Date
6/14/17 County Manager / Date	6-12-17 Budget & Finance Division Head / Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4136	560.60	1,600	Dues/Memberships
- Line Item Decrease	-	100	20	4136	590.24	(1,600)	Transfers to individuals
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget transfer for training of current and new assessors. This will get the office cpe credits for the most current procedures for the assessment office.

Department Head Date	Brian C Swartz 6-12-17 Division Head Date
Tammy Pinos 6/12/17 County Manager Date	Brian C Swartz 6-12-17 Budget & Finance Division Head Date