2015

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	4234	540.61	25,000	Inmate Supplies
- Line Item Decrease	-	100	40	4234	540.52	(25,000)	Kitchen & Groceries
	+	100	40	4234	550.47	1,000	Repairs / Maintenance - Buildings
	-	100	40	4234	540.52	(1,000)	Kitchen & Groceries
	+	100	40	4235	550.22	800	Telephone
	-	100	40	4235	540.52	(800)	Kitchen & Groceries
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Correctional Services requests the transfer of funds to Inmate Supplies from Kitchen & Groceries to cover the greater need for supplies with the unexpected increase in inmate population. A transfer for Repairs / Maintenance Buildings at the MOU is needed from Kitchen & Groceries. A transfer of funds to Telephone from Kitchen & Groceries is needed to pay for the phone bill. Kitchen & Groceries has an excess of funds because of excellent management in the budget.

Department Head	2/5/16 Date	Division Head	2/5/16 Date
County Manager	2/12/16 Date	Budget & Finance Division Head	2/11/16 Date

2015

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Drug and Alcohol	9600

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	960	70	9600	530.40	226	Benefits-Life Insurance
- Line Item Decrease	+	960	70	9600	560.64	(226)	Meetings/Conferences/Trainings
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Department requests a transfer of $226 from Meetings/Conferences/Trainings to Benefits-Life Insurance to be able to meet the total amount invoiced for life insurance for 2015.

Michael Donahue 2/9/16	[signature] 02/23/2016
Department Head Date	Division Head Date
[signature] 2/12/16	Brian A Swatko 2/11/16
County Manager Date	Budget & Finance Division Head Date

2015

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Luzerne County Children & Youth Services	9200

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	9200	70	9200	550.52	$2,000.00	Janitorial Services
- Line Item Decrease	+	9200	70	9200	550.19	$10,000.00	Special Legal Services
	-	9200	70	9200	560.42	($12,000.00)	Instutitional Facility & Svcs.
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

This is request is due to increased costs in Janitorial Services and Special Legal Services. This will be offset due to a decrease in Institutional Facilities.

Department Head	Date 04/13/2016	Division Head	Date 04/13/2016
County Manager	Date 2/11/16	Budget & Finance Division Head	Date 2/11/16