



LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name	Dept #
Office of Human Services	9500

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	950	70	9500	530.45	23,100	Benefits Retirement
+ Line Item Increase	+	950	70	9500	540.73	500	Postage
+ Line Item Increase	+	950	70	9500	550.68	200	Advertising - Recruiting
- Line Item Decrease	-	950	70	9500	560.58	(23,800)	Provider Services
Total						0	<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)

Increase in Benefits Retirement due to increased Agency billing from county. Increases in Postage and Advertising-Recruitment due to increased advertising for vacant positions and increased mailing costs for sending out availability surveys.

<i>Michael Donahue</i> 7/1/16 <small>Department Head Date</small>	<i>Michael Donahue</i> 7/1/16 <small>Division Head Date</small>
<i>David Kelly</i> 7/21/16 <small>County Manager Date</small>	<i>Brian A Smith</i> 7-21-16 <small>Budget & Finance Division Head Date</small>



LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name Dept #
 LUZERNE COUNTY DISTRICT ATTORNEYS OFFICE 4194
7/5/2016

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	12	4194	510.30	300	On Call Pay
- Line Item Decrease	-	100	12	4194	510.35	(300)	Overtime
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)
 Transfer funds from overtime line item to On Call pay line item in the amount of \$300.00. Increase was necessary to cover costs for an additional Assistant District Attorney to be placed on call for the period July 1, 2016 starting at 430PM thru July 5, 2016 ending at 9am. This was necessary due to change in Case Law.

<p style="text-align: right;"><i>[Signature]</i> Department Head</p>	<p style="text-align: right;"><i>[Signature]</i> Division Head</p>
Date	Date
<p style="text-align: right;"><i>[Signature]</i> County Manager</p>	<p style="text-align: right;"><i>[Signature]</i> Budget & Finance Division Head</p>
Date	Date



**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name					Dept #		
Planning/Zoning					4171		

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4171	550.27	400	Travel
- Line Item Decrease	+	100	50	4171	550.29	400	Mileage Reimbursement
	-	100	50	4171	550.48	(800)	Repairs/Maint-Misc
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

To fund increased travel and mileage reimbursement caused primarily by MPO related travel which is 100% reimbursable from Penn DOT. There will be sufficient funds remaining in Repairs/Maint-Misc to cover any remaining items in this account.

<i>James Feun</i> 7-8-16	
Department Head Date	Division Head Date
<i>Drew Ellis</i> 7/21/16	<i>Brian G. Luch</i> 7-21-16
County Manager Date	Budget & Finance Division Head Date