

Posted
10-7-16



**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name	Dept #
Luzerne County Corrections	40.4235

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	40	4235	510.35	300,000	Wages Overtime
- Line Item Decrease	-	100	40	4235	510.20	(300,000)	Wages Represented
	+	100	40	4235	540.61	30,000	Inmate Supplies
	-	100	40	4235	540.52	(30,000)	Kitchen & Groceries
	+	100	40	4235	550.47	20,000	Repairs/Maintenance - Machinery
	-	100	40	4235	540.52	(20,000)	Kitchen & Groceries
	+	100	40	4235	550.45	10,000	Repairs/Maintenance - Buildings
	-	100	40	4235	540.52	(10,000)	Kitchen & Groceries
	+	100	40	4235	560.64	10,000	Meeting / Conference / Training
	-	100	40	4235	550.22	(10,000)	Telephone
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

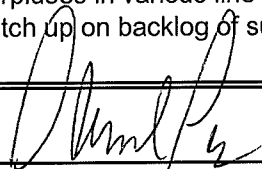
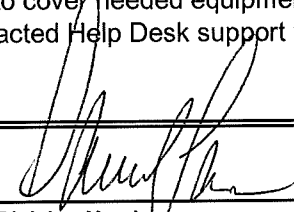
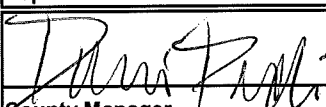
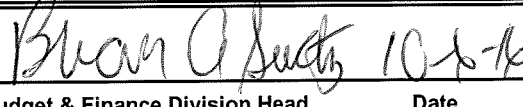
Correctional Services requests the transfer of funds to Wages Overtime from Wages Represented. There is an excess of funds in Wages Represented due to some turnover and employee retirement. Correctional Services also requests funds transferred to Inmate Supplies due to the high population of inmates. Correctional Services requests an increase in funds to Repairs/ Maintenance - Machinery and Buildings due to much needed maintenance issues. Kitchen & Groceries should have an excess of funds because the Kitchen Manager has been very good at finding deals and sales. Meetings and Training needs an increase in funds to pay for training new officers and to replace cell extraction stab and slash vests and expired panels.

<i>Mark Robson</i> 9-28-16	<i>Mark Robson</i> 9-28-16
Department Head Date	Division Head Date
<i>Dawn Filler</i> 10/7/16	<i>Brian A. Suetz</i> 10-6-16
County Manager Date	Budget & Finance Division Head Date

Posted 10-7-16 ✓

LUZERNE COUNTY BUDGET TRANSFER REQUEST							
Department Name						Dept #	
Information Technology Department						4172	
Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4172	510.15	7,385.00	Wages Non-Rep
- Line Item Decrease		100	30	4172	550.15	2,700.00	Other Contract Svcs
		100	30	4172	550.48	7,200.00	Repairs - Misc.
		100	30	4172	550.49	13,400.00	Software Maint.
		100	30	4172	540.70	1,400.00	Small Tools
	-	100	30	4172	510.20	(25,259.00)	Wages Represented
		100	30	4172	540.14	(151.00)	Office Supplies
		100	30	4172	540.19	(200.00)	Computer Printing Supp
		100	30	4172	540.22	(1,600.00)	Computer Software
		100	30	4172	540.73	(150.00)	Postage
		100	30	4172	550.22	(500.00)	Telephone
		100	30	4172	550.24	(100.00)	Freight & Express
		100	30	4172	550.25	(2,500.00)	Other Telecom Exp.
		100	30	4172	550.30	(125.00)	Advertizing
		100	30	4172	560.64	(1,500.00)	Trainnig
Total						-	(Must equal 0)

Explanation (Attach memo if necessary)
 Re-allocate represented wages from eliminated position to non-represented wages for a new position. Correct for cellphone expenses paid from 550.25, but budgeted in 550.22. Reduction in FY2016 560.64 and 540.22 expenses due to vacancy being filled late in the year. Increase 550.49 to fund Microsoft Enterprise Agreement for additional covered staff, but not counted on rolls in 2015. Increase 550.48 to cover unexpected repair expenses. Increase 540.70 to cover needed equipment. Re-allocate small surpluses in various line items to 550.15 to fund contracted Help Desk support resource required to catch up on backlog of support issues.

	9/15/16		9/15/16
Department Head	Date	Division Head	Date
	10/7/16		10-6-16
County Manager	Date	Budget & Finance Division Head	Date