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.

Mark Roshoni 9-28-16	Mark Roshoni 9-28-16
Department Head — Date	Division Head — Date
Dave Pilski 10/7/16	Brian A Swetz 10-6-16
County Manager — Date	Budget & Finance Division Head — Date

Posted 10-7-16 ✓

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Mental Health & Developmental Services	9400

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	940	70	9400	560.64	10,000	Meeting/Conference/Training Fees
- Line Item Decrease	-	940	70	9400	560.55	(10,000)	Purchase Service - Agency
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The increase of $10,000 in Meetings/Conference/Training Fees expense is requested as the result of the Systems of Care grant received by MHDS. Part of the requirements of the grant is to hold monthly meetings & several trainings in the community with the System of Care County Leadership Board. This expense was not known at the time of 2016 budget preparation, and is expected to continue and be included in the 2017 budget. The decrease in Purchase Service - Agency is due to a decrease in the amount of System of Care grant funds necessary for the service provider during 2016. Additional funding was made available to the service provider through reinvestment dollars from the Northeast Behavioral Health Care Consortium. This decrease will continue and be included in the 2017 budget.

Sara Vallelo	9/19/16	Michael P Donahue	9/19/16
Department Head	Date	Division Head	Date
[illegible]	10/7/16	Brian A [illegible]	10-6-16
County Manager	Date	Budget & Finance Division Head	Date

Posted 10-7-16

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
MHDS	9400

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	940	70	9400	530.17	23,361	Benefits Retirement
- Line Item Decrease	-	940	70	9400	560.55	(23,361)	Purchase Service - Agency
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The increase of $23,361 in Benefits Retirement is due to an unanticipated increase in the percentage of retirement contributions allocated to the MHDS Program for 2016. The increase is a one time expense, and will be included when calculating the 2017 Budget. The decrease of $23,361 in Purchase Service - Agency is the result of a less than anticipated need in provider services during 2016. This decrease is only expected during 2016, and will be re-evaluated during the 2017 Budget process.

Sara Valle 7/19/16 Department Head Date	Michael Donahue 7/21/16 Division Head Date
Ruth Pulli 10/7/16 County Manager Date	Brian Swetz 10-6-16 Budget & Finance Division Head Date

Posted 10-7-16 ✓

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Human Resources	4113

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4113	560.60	$15.00	Dues/Memberships
- Line Item Decrease	-	100	30	4113	540.14	$15.00	Office Supplies
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget Transfer required to provide additional funding in line item due to increased membership costs for 2016 that were above budgeted amount in line item.

[signature]	9/28/16	[signature]	9/28/16
Department Head	Date	Division Head	Date
[signature]	10/7/16	[signature]	10-6-16
County Manager	Date	Budget & Finance Division Head	Date

Budget Transfer Request 2014-11-17

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.

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

Budget Transfer Request 2014-11-17