# 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 | 4233 | 540.43 | 3,500 | Clothing & Uniforms |
| - Line Item Decrease | - | 100 | 40 | 4235 | 530.15 | (3,500) | Benefits Uniform Allowance |
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| | | | | | Total | 0 | *(Must equal 0)* |

**Explanation (Attach memo if necessary)**

Correctional Services requests the transfer of funds to Clothing & Uniforms from Benefits Uniform Allowance to cover the unanticipated expense of the Honor Guard Uniforms. The Benefits Uniform Allowance should have sufficient funds being that there isn't another hiring class anytime soon to pay for a new class benefit allowance.

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|---|---|---|---|
| Department Head | 3/23/16 Date | Division Head | 4/1/2016 Date |
| County Manager | 4/11/16 Date | Budget & Finance Division Head | 4-1-16 Date |

# 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 | 550.28 | 960 | Parking |
| - Line Item Decrease | - | 950 | 70 | 9500 | 540.73 | 200 | Postage |
| | | 950 | 70 | 9500 | 560.58 | (1,160) | Provider Services |
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| | | | | | Total | 0 | *(Must equal 0)* |

**Explanation (Attach memo if necessary)**

Increase due to rental of spaces at Thomas C. Thomas building for additional staff. Postage increase due to increased mailings.

| | | | |
|---|---|---|---|
| Department Head | Date | Division Head | Date |
| County Manager | Date | Budget & Finance Division Head | Date |

# LUZERNE COUNTY
## BUDGET TRANSFER REQUEST

| Department Name | Dept # |
|---|---|
| Luzerne County Human Resources | 4113 |

| Action Type | Action | Fund | Div | Dept | Acct | Amount | Account Description |
|---|---|---|---|---|---|---|---|
| + Line Item Increase | + | 100 | 30 | 4113 | 550.15 | 4,872 | Other Contractual Services |
| - Line Item Decrease | - | 100 | 30 | 4113 | 510.15 | (4,872) | Wages Non-Represented |
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| | | | | | Total | 0 | *(Must equal 0)* |

**Explanation (Attach memo if necessary)**

Requesting transfer from Wages Non-Represented line item to Contractual Services line item expense. These funds are requested due to associated additional costs incurred due to the required software set up for the NEO GOV Human Resources Tracking System.

| | | | |
|---|---|---|---|
| 3/23/16 | | 3/23/16 | |
| Department Head | Date | Division Head | Date |
| 4/11/16 | | 3/23/16 | |
| County Manager | Date | Budget & Finance Division Head | Date |