LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Human Resources	Dept #
	4113

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4113	550.17	$9,900	Management/Consulting
- Line Item Decrease	-	100	30	4113	510.15	$9,900	Wages Non-Represented
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget Transfer required to provide additional funding in line item to complete HR projects for 2016.

12/13/16	12/13/16
Department Head Date	Division Head Date
12/21/16	12-21-16
County Manager Date	Budget & Finance Division Head Date

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Bureau of Elections	4120

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4120	540.73	20,000	Transfer to Postage
- Line Item Decrease	-	100	30	4120	~~550.15~~ 550.32	(20,000)	Transfer from Printing
					CD		
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

The Bureau of Elections requests a budget transfer from Printing to Postage. The department required additional postage to cover the increased cost of mailing absentee ballots. The five Home Rule Charter Amendment questions created a two paged ballot, which increased the weight of the envelopes for mailing purposes. In addition to the necessary two paged ballot, the county also had to provide Plain English Statements of each question to every absentee ballot recipient.

Marisa Crispell		[signature]	12/20/16
Department Head	Date 12/19/16	Division Head	Date
[signature]	12/21/16	Brian A Swetz	12/20/16
County Manager	Date	Budget & Finance Division Head	Date

Budget Transfer Request 11/30/16

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #4286
Luzerne County 9-1-1	

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	260	50	4286	510.35	$ 37,000	**Overtime**
+ Line Item Increase	+	260	50	4286	510.40	$ 1,500	**Shift Differential**
- Line Item Decrease	-	260	50	4286	510.20	$ (38,500)	**Wages-Represented**
					Total	0	***(Must equal 0)***

Explanation (Attach memo if necessary)

Due to represented employee 911 Telecommunicator vacancies during 11 months of FY2016, and mandatory shift minimums, it has increased overtime costs and shift differential beyond the amount budgeted. This transfer would move unused expenditure authority from the vacant positions within represented wages to overtime and shift differential, covering the additional costs. The overall 260.50.4286 FY2016 budgetary obligation is not increasing with these transfers.

12-14-16		14-DEC-2016	
Department Head	Date	Division Head	Date
12/21/16		12-2016	
County Manager	Date	Budget & Finance Division Head	Date