

## LUZERNE COUNTY BUDGET TRANSFER REQUEST

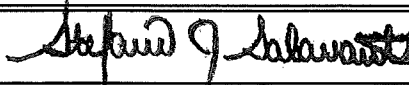

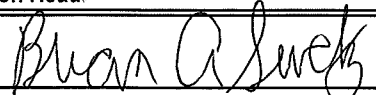
Department Name: District Attorney

Dept #

4194

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	12	4194	550.30	500	Advertising
+ Line Item Increase	+	100	12	4194	550.32	2,025	Printing
- Line Item Decrease	-	100	12	4194	540.14	(2,525)	Office supplies
<b>Total</b>						0	(Must equal 0)

Transfer money from Office Supply line to Advertising, in the amount of \$500.00 to cover costs of advertising for positions that were vacated due to individuals resigning their positions. Also, transfer \$2,025 to printing line item so business cards could be obtained for all Detectives, ADA's and Trial Assistants.

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

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name: District Attorney

Dept #

4194

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	12	4194	560.20	2,500	Extraditions
- Line Item Decrease	-	100	12	4194	<del>564.64</del>	(2,500)	Subscriptions
					560.61		
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

Transfer money to extradition line item to cover costs of extraditions.

		<i>Richard Salaway</i>	8/16/18
<b>Department Head</b>	<b>Date</b>	<b>Division Head</b>	<b>Date</b>
<i>Zach Plin</i>	9/14/18	<i>Brian A. Sweb</i>	9-10-18
<b>County Manager</b>	<b>Date</b>	<b>Budget &amp; Finance Division Head</b>	<b>Date</b>

Budget Transfer Request

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name \_\_\_\_\_ Dept # \_\_\_\_\_  
 Area Agency on Aging \_\_\_\_\_ 9100

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	-	910	70	9100	560.18	(20,000)	Security
- Line Item Decrease	-	910	70	9100	560.43	(13,000)	Entertainment
	-	910	70	9100	560.55	(60,000)	Purchased Services Agency
	-	910	70	9100	560.68	(20,000)	Miscellaneous Expense
	-	910	70	9100	560.81	(30,000)	Senior Aides
	-	910	70	9100	560.82	(10,000)	Title V
	+	910	70	9100	560.17	45,000	Program Supplies/Expenses
	+	910	70	9100	540.19	7,000	Computer Printing Supplies
	+	910	70	9100	540.70	35,000	Small Tools & Minor Equipment
	+	910	70	9100	550.12	8,000	Excess WC Insurance
	+	910	70	9100	550.13	20,000	Shared Personnel
	+	910	70	9100	550.19	35,000	Special Legal Services
	+	910	70	9100	550.34	3,000	Liability Insurance
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

We recently conducted a mid year review of our county budget for 2018. We are readjusting our budgeted expenses for 2018 between line items based on actual and anticipated spending for the remainder of the year. The overall budget will not change.

<i>Mary Russell</i>	9/7/18	<i>Lyndee</i>	9/7/18
Department Head	Date	Division Head	Date
<i>Doris Fuli</i>	9/14/18	<i>Brian Abney</i>	9-10-18
County Manager	Date	Budget & Finance Division Head	Date



**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b>	<b>Dept #</b>
Public Defender Office	4152

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	80	4152	540.14	2,500	Office Supplies
- Line Item Decrease	-	100	80	4152	550.20	(2,500)	Represented Wages
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

The Public Defender's Office has a surplus of funds in 100.80.4152.550.20 -Represented Wages due to open positions over the course of the year. We would like to transfer some of those funds to the Office Supplies line item (100.80.4152.540.14) to cover the costs of shelving for our closed file storage.

	8/15/18
Department Head	Division Head
9/14/18	9-10-18
County Manager	Budget & Finance Division Head

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name Recorder of Deeds/Register of Wills

4153

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	501	60	4153	550.49	315	Software Maintenance
- Line Item Decrease	-	501	60	4153	550.47	(315)	Hardware Maintenance
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

FY 2018 Budget Amount was based on FY2017 invoice which was less than contract amount. The 2018 invoice was for the full contract amount in Contract #2018-704.

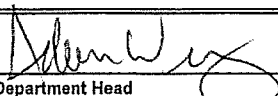
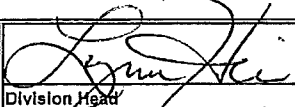
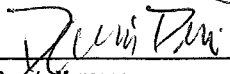
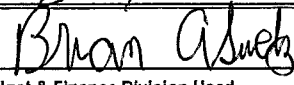
<i>Mary K. Duplecki</i> Department Head	<i>8-28-18</i> Date	<i>Joanna Boggess</i> Division Head	<i>8/28/18</i> Date
<i>Frank Rubin</i> County Manager	<i>9/11/18</i> Date	<i>Brian A. Lueck</i> Budget & Finance Division Head	<i>9-10-18</i> Date

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name: Office of Human Services Dept #: 9500

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	950	70	950	530.45	41,277	Benefits Retirement
- Line Item Decrease	+	950	70	950	540.14	1,500	Office Supplies
	+	950	70	950	550.22	500	Telephone/Internet
	+	950	70	950	550.27	1,000	Travel Expense
	+	950	70	950	550.58	5,000	111 North Pennsylvania Expenses
	+	950	70	950	550.68	500	Advertising - Recruiting
	-	950	70	950	560.18	(49,777)	Security
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 An increase of \$41,277 in Benefits Retirement is needed to pay the full 2018 retirement invoice, which was greater than the amount budgeted. This additional cost will be considered in the 2019 budget. An increase of \$1,500 in Office Supplies will cover the cost of OHS owned printer meter readings and the County managed print invoices through 2018. These expenses will be included in the 2019 budget. An increase of \$500 in Telephone/Internet will cover additional County phone bill costs not included in the 2018 budget, and the addition of a conference calling service. These expenses will be included in the 2019 budget. An increase of \$1,000 in Travel Expense is requested to accomodate additional conference and training opportunities available that were not announced prior to 2018 budget preparation. Additional travel costs will be considered in the 2019 budget. An increase of \$5,000 in 111 North Pennsylvania Expenses is the result of an increase in costs associated with building operations and utilities in 2018. This amount will be considered in preparation of the 2019 budget. An increase of \$500 in Advertising - Recruiting is needed to cover additional OHS & HR vacancies that were not anticipated during preparation of the 2018 budget. The additional amount will be considered during 2019 budget Preparation. A decrease of (\$48,777) in Security is the result of the 2018 budget including all Human Services agencies. However, in the interest of greater efficiency, during 2018 it was determined that each agency would reimburse the County directly rather than pay OHS. This updated reimbursement methodology will be considered in preparation of the 2019 budget.

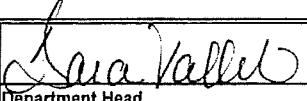
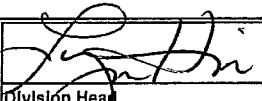
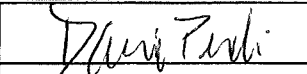

	9/5/18		8/31/18
Department Head	Date	Division Head	Date
	9/14/18		9-10-18
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b> Mental Health & Developmental Services	<b>Dept #</b> 9400
--	-----------------------

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	940	70	9400	540.19	3,000	Computer Printing Supplies
- Line Item Decrease	+	940	70	9400	550.58	10,000	111 North Pennsylvania Expenses
	+	940	70	9400	560.18	11,000	Security
	-	940	70	9400	<del>560.18</del>	(24,000)	Miscellaneous Indirect Cost
					560.66		
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 An increase of \$3,000 in Computer Printing Supplies is due to greater than expected invoices as part of the County print management program. This additional cost will be included in the 2019 budget. An increase of \$10,000 in 111 North Pennsylvania Expenses is the result of an increase in costs associated with building operations and utilities in 2018. This amount will be considered in preparation of the 2019 budget. An increase of \$11,000 is needed to reimburse the County for Sheriff's Deputies providing building security, based on the amount billed for the first 6 months of 2018. The 2019 amount will factor in these additional costs. A decrease of (\$24,000) in Miscellaneous Indirect Cost is the result of the the invoice received from the County being less than anticipated. The invoice for 2019 has been received and will be included in the 2019 budget.

 Department Head	 Division Head
 County Manager	 Budget & Finance Division Head
8/27/18 Date	8/31/18 Date
9/14/18 Date	9-10-18 Date