LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
BOILER PLANT - R&B	4177

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4310	599.13	30,000	CONSTRUCTION
- Line Item Decrease	-	100	50	4177	550.40	(29,000)	GAS
- Line Item Decrease	-	100	50	4177	560.64	(1,000)	TRAINING
- Line Item Decrease	-						
- Line Item Decrease	-						
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Necessary transfer to repair Ransom Rd.

12-14-18	2018-1214
Department Head Date	Division Head Date
12/17/18	12-17-18
County Manager Date	Budget & Finance Division Head 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	550.29	400	Mileage Reimbursement
- Line Item Decrease	+	950	70	9500	550.45	300	Repairs / Maintenance - Buildings
	+	950	70	9500	550.47	400	Repairs / Maintenance - Machinery & Equipment
	+	950	70	9500	550.68	750	Advertising - Recruiting
	-	950	70	9500	560.18	(1,850)	Security
				Total		0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Increase of $400 is needed in Mileage Reimbursement due to additional administrative staff attending trainings and consulting sessions with other counties. Expense in 2018 was greater than anticipated at time of budget preparation. 2019 expense will be monitored throughout the year. An increase of $300 in Repairs / Maintenance - Buildings is due to additional supplies purchased for building maintenance. Expense in 2018 was greater than anticipated at time of budget preparation. 2019 expense will be monitored throughout the year. An increase of $400 in Repairs / Maintenance - Machinery & Equipment is due to a change in the account copier lease payments are recorded in. This correction was not made until mid-year 2018, and has been budgeted for 2019. An increase of $750 in Advertising - Recruiting is needed to fulfill the statement balance of advertising costs for vacant positions. Expense in 2018 was greater than anticipated at time of budget preparation. The amount budgeted for 2019 is expected to be sufficient. A decrease of ($1,850) in Security is due to a change in planned expenditure during 2018. Original budget amount included the expense for the entire Human Services building, however it was determined that it was more efficient for each department would pay their own invoices. This adjustment is reflected in the 2019 budget.

Department Head	12/13/18 Date	Division Head	12/13/18 Date
County Manager	12/17/18 Date	Budget & Finance Division Head	12/17/18 Date