LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Solicitor	4151

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	16	4151	550.22	1,000	Telephone/internet
- Line Item Decrease	-	100	16	4151	560.61	(1,000)	Subscriptions
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget transfer for jetpack for Microsoft surface tablet.

Department Head — Date 6/27/19	Division Head — Date 6/27/19
County Manager — Date 6/27/19	Budget & Finance Division Head — Date 6-27-19

Budget Transfer Request 2014-11-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Solicitor	4151

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	16	4151	550.15	40,000	Other contractual services
- Line Item Decrease	-	100	16	4151	550.19	(40,000)	Special legal services
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

Budget transfer for 8 months of Maverick Strategies contract.

6/27/19	6/27/19
Department Head — Date	Division Head — Date
6/27/19	6-27-19
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	540.22	2,000	Computer Software
- Line Item Decrease	+	950	70	9500	550.27	500	Travel Expense
	+	950	70	9500	560.64	2,000	Meetings/Conference/Training Fees
	-	950	70	9500	550.12	(1,187)	Excess Workers Comp Insurance Premium
	-	950	70	9500	560.57	(1,800)	Purchased Service - Consultant
	-	950	70	9500	550.58	(1,513)	111 North Pennsylvania Expenses
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

An increase of $2,000 in Computer Software is needed to cover the increased cost of Microsoft Licenses billed to OHS by County I.T. Department. This expense will be considered in the 2020 budget. An increase of $500 in Travel Expense is requested to cover the cost of hotel rooms throughout 2019 for 3 individuals. Some training opportunties were not known at the time the 2019 budget was prepared. The increase will be considered during budget prep for next year as well. An increase of $2,000 in Meetings/Conference/Training Fees is needed to cover the cost of additional training opportunites for staff not known during 2019 budget preparation. This increase will be considered during 2020 budget preparation. A decrease of ($1,187) in Excess Workers Comp Insurance Premium is possible due to the full 2019 invoice being paid at a lower amount than the estimate used for the 2019 budget. This amount will be included in the 2020 budget. A decrease of ($1,800) in Purchased Service - Consultant is the result of fewer consulatant services needed during 2019. This decrease will be considered during budget prep for next year. A decrease of ($1,513) in 111 North Pennsylvania Expenses is the result of lower than anticipated costs for building occupancy. The decrease will be considered during the preparation of the 2020 budget.

Department Head	Date 6-25-19	Division Head	Date 6/26/19
County Manager	Date 6/27/19	Budget & Finance Division Head	Date 6-27-19

Budget Transfer Request 2014-11-17

LUZERNE COUNTY
BUDGET TRANSFER REQUEST

Department Name	Dept #
Drug & Alcohol	9600

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	960	70	9600	560.66	1,600	Misc. Indirect Cost
+ Line Item Increase	+	960	70	9600	540.70	6,000	Small Tools& Minor Equip
- Line Item Decrease	-	960	70	9600	560.58	(7,600)	Provider Services
					Total	0	*(Must equal 0)*

Explanation (Attach memo if necessary)

We are requesting a budget transfer to:
- Increase Miscellaneous Indirect Cost by $ 1,600.00. The Increase is due to increased cost of the County Indirect Allocation Plan for the agency after the 2019 County budget was implemented.
- Increase Small Tools and Minor Equipment by $ 6,000.00. The Increase is due to the purchase to upgrade aging office equipment.
- Decrease in Provider services by ($ 7,600.00).

Department Head	Date 6/24/19	Division Head	Date 6/26/19
County Manager	Date 6/27/19	Budget & Finance Division Head	Date 6-27-19

Budget Transfer Request 2014-11-17