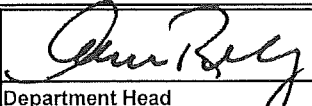
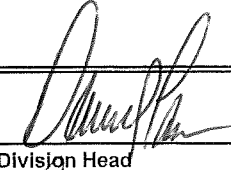
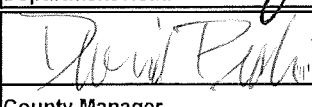
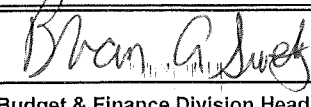


**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name Dept #
 Community Development 4650

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	560	30	4650	560.61	\$100.00	Subscriptions
- Line Item Decrease	-	560	30	4650	560.60	-\$100.00	Dues/Memberships
Total						\$0.00	<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)
 To cover the increase in the cost of the subscription

 Department Head Date 9/4/19	 Division Head Date 9/5/19
 County Manager Date 9/18/19	 Budget & Finance Division Head Date 9/5/19

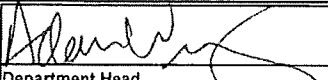
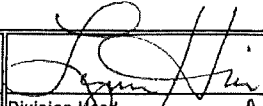
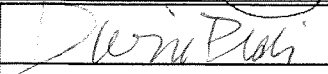
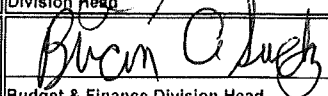
**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name Dept #
Office of Human Services 9500

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	950	70	9500	530.45	3,252	Benefits Retirement
- Line Item Decrease	+	950	70	9500	550.29	500	Mileage Reimbursement
	+	950	70	9500	550.58	15	111 North Pennsylvania Expenses
	+	950	70	9500	550.84	1,000	Managed Print Services
	+	950	70	9500	560.60	1,100	Dues/Memberships
	+	950	70	9500	560.57	425	Purchased Service - Consultant
	-	950	70	9500	540.25	(1,292)	Computer Hardware under \$5,000
	-	950	70	9500	550.19	(4,000)	Special Legal Services
	-	950	70	9500	550.15	(1,000)	Other Contractual Services
Total						0	(Must equal 0)

Explanation (Attach memo if necessary)

An increase of \$3,252 in Benefits Retirement is needed due to a higher than anticipated contribution that resulted from final actuarial values. This increase will be considered in the 2020 budget. An increase of \$500 in Mileage Reimbursement is needed for travel costs through 12/31/2019, as more training opportunities were available for additional staff. This amount will be considered in preparation of the 2020 budget. An increase of \$15 is needed in 111 North Pennsylvania Expenses to cover the actual cost of utilities & services for the Human Services building in 2019. This amount will be considered in the 2020 budget. An increase of \$1,000 is needed to cover higher than anticipated costs for these services for the Human Services HR staff. This increase will be considered in the 2020 budget. An increase of \$1,100 in Dues/Memberships is needed to cover the annual training registrations of 4 employees. This opportunity was not known until recently and allows these management individuals to attend trainings in person and to view webinars, which can also be presented to groups of employees. This amount will be included in the 2020 budget. An increase of \$425 is needed in Purchased Service - Consultant for the total cost of Excel trainings held at LCCC. This expense will not need to be included in the 2020 budget. A decrease of (\$1,292) in Computer Hardware under \$5,000 is possible due to no purchases through 8/31/19, and no large amounts anticipated through 2019. This amount will be considered in the 2020 budget. A decrease of (\$4,000) in Special Legal Services is possible due to lower than budgeted usage of Solicitor's services. The amount will be considered in the 2020 budget. A decrease of (\$1,000) in Other Contractual Services is the result of less than anticipated invoiced by the I.T. department. This amount will be considered in the 2020 budget.

	8-27-19		9/27/19
Department Head	Date	Division Head	Date
	9/11/19		9/5/19
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY
BUDGET TRANSFER REQUEST**

Department Name Dept #
 Courts 4184

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	13	4184	540.14	10,000	Supplies
- Line Item Decrease	-	100	13	4184	560.15	(10,000)	Juror Cost
Total						0	<i>(Must equal 0)</i>

Explanation (Attach memo if necessary)

9-11-19

Department Head	Division Head
<i>Muller</i>	<i>Brian A. Smith 9-12-19</i>
County Manager	Budget & Finance Division Head

