

# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name: Prothonotary      Dept #: 4195

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4195	550.3	950	Advertising
- Line Item Decrease	-	100	60	4195	530.15	(950)	Benefits uniform
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 Funds are needed to cover the advertising of a large stale case list.

<i>Jamy 2 Holders</i> Department Head	<i>Jean Duggan</i> 12/13/19 Division Head
<i>Tami Patti</i> 12/19/19 County Manager	<i>Brian A. Lynch</i> 12-19-19 Budget & Finance Division Head

**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	550.29	22,000	Mileage Reimbursement
- Line Item Decrease	+	910	70	9100	560.38	500	Advisory Council
	-	910	70	9100	560.55	(22,500)	Purchase Services- Agency
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 We are increasing Mileage Reimbursement and Advisory Council to cover the anticipated expenses through December.

<i>Thomas...</i> 12/12/19 Department Head Date	<i>Lynne Hill</i> 12/16/19 Division Head Date
<i>Joni...</i> 12/14/19 County Manager Date	<i>Brian...</i> 12-19-19 Budget & Finance Division Head Date

# LUZERNE COUNTY BUDGET TRANSFER REQUEST

<b>Department Name</b>	<b>Dept #</b>
Conflict Counsel	4154

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	16	4154	550.15	35,000	Other Contractual Services
- Line Item Decrease	-	100	16	4154	550.19	(21,000)	Special Legal Services
Line Item Increase	+	100	16	4154	540.70	175	Small Tools and Minor Equipment
Line Item Decrease		100	16	4151	510.15	(14,175)	Wages Non- Represented
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 Parents' Counsel demands and expenses continue to rise. The Solicitor's Office has had unused wages for several months, due to employee turnover.

<b>Department Head</b>	<b>Division Head</b>
	<span style="float: right;">12-13-19</span>
<b>County Manager</b>	<b>Budget &amp; Finance Division Head</b>

# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name	Dept #
Luzerne County Public Defenders Office	80

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	80	4152	540,14	2,000	Office Supplies
+ Line Item Increase	+	100	80	4152	560,61	18,000	Subscriptions
- Line Item Decrease	-	100	80	4152	510,20	(20,000)	Represented Wages
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**  
 The Public Defenders Office requires additional office supplies and seeks to pay additional software costs.

Department Head <span style="float: right;">Date</span>	<span style="float: right;">Date</span>
<span style="float: right;">Date</span>	<span style="float: right;">Date</span>

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name Dept #  
ROAD & BRIDGE - LIQUID FUEL 4310

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	200	50	4310	560.63	25,000	SALT
+ Line Item Increase	+	200	50	4310	550.39	5,000	HIGHWAY LIGHTING
- Line Item Decrease	-	200	50	4310	550.72	(30,000)	REPAIRS-VEHICLE
- Line Item Decrease	-						
- Line Item Decrease	-						
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

Maintenance of highway lighting repairs have be greater than anticipated, requiring additional funds needed for the remainder of the year. A recent snow storm resulted in increase use/supply of salt requiring additional funds.

<i>[Signature]</i>	12/12/19	<i>[Signature]</i>	2019-1212
Department Head	Date	Division Head	Date
<i>[Signature]</i>	12/18/19	<i>[Signature]</i>	12-13-19
County Manager	Date	Budget & Finance Division Head	Date

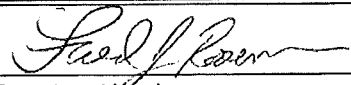
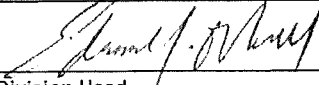
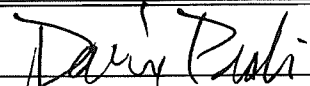
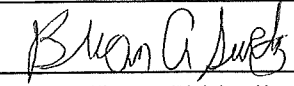
**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b>	<b>Dept #</b>
Luzerne County 9-1-1	4286

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	260	50	4286	510.35	\$ 150,000.00	Overtime
- Line Item Decrease	-	260	50	4286	510.20	\$ (150,000.00)	Wages-Represented
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

Due to Telecommunicator vacancies throughout FY2019, and mandatory shift minimum scheduling requirements, it has increased overtime costs beyond the amount originally budgeted for FY2019. This transfer would move unused expenditure authority from the wages- represented line item to overtime, thus, covering the remaining 2019 estimated costs associated with overtime.

 Department Head	 Division Head
11/05/2019 Date	2019-1107 Date
 County Manager	 Budget & Finance Division Head
12/18/19 Date	12-13-19 Date

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

<b>Department Name</b>	<b>Dept #</b>
Assessor	4136

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4136	550.29	700	mileage
- Line Item Decrease	-	100	20	4136	540.14	(700)	office supplies
<b>Total</b>						0	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**  
 Budget transfer to cover mileage reimbursements for Real Property Field Investigator

<p style="margin-top: 0;"><b>Department Head</b> _____ <b>Date</b></p>	<p style="margin-top: 0;"><b>Division Head</b> Brian A Sweety <b>Date</b> 12-13-19</p>
<p style="margin-top: 0;"><b>County Manager</b> Jenni Probi <b>Date</b> 12/18/19</p>	<p style="margin-top: 0;"><b>Budget &amp; Finance Division Head</b> Brian A Sweety <b>Date</b> 12-13-19</p>





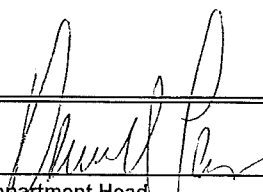
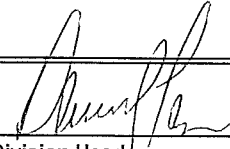
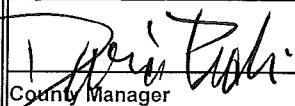
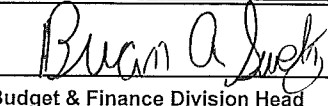
**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Elections 4120

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	30	4120	550.15	\$1,000	Other Contractual Services
- Line Item Decrease	-	100	30	4120	550.30	(\$1,000)	Advertising
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Budget transfer required to cover additional unforeseen 2019 General election costs.

 Department Head <span style="float: right;">Date</span>	 Division Head <span style="float: right;">Date</span>
 County Manager <span style="float: right;">Date</span>	 Budget & Finance Division Head <span style="float: right;">Date</span>



**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Coroner

Dept #

4193

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4193	510.30	2,000	Wages on call
- Line Item Decrease	-	100	60	4193	599.22	(2,000)	Postmortem
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Due to the transitions in the coroners office this year, more on call deputies were needed to cover areas that had no coverage.

<i>Tom J. Holten</i> 12/10/19	<i>Joan Roggass</i> 12/12/19
Department Head Date	Division Head Date
<i>Darryl Fusi</i> 12/18/19	<i>Brian A. Suetz</i> 12-13-19
County Manager Date	Budget & Finance Division Head Date

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Coroner Dept #  
4193

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4193	540.70	21,000	Sm tools & minor equip
- Line Item Decrease	-	100	60	4193	599.25	(21,000)	Toxicology
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Transfer is needed to purchase additional equipment for morgue and removal equipment for new vehicle. Also need computer, desk and chair for new employee.

<i>Tami J. Haba</i> 12/10/19 Department Head Date	<i>Spencer Loggani</i> 12/12/17 Division Head Date
<i>Tim P.</i> 12/11/19 County Manager Date	<i>Brian A. Lutz</i> 12-13-19 Budget & Finance Division Head Date

# LUZERNE COUNTY BUDGET TRANSFER REQUEST

Department Name: Dept #  
 Coroner 4193

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4193	540.70	2,600	Sm tools & minor equip
- Line Item Decrease	-	100	60	4193	599.22	(2,600)	Postmortem
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 Transfer will cover additional expenses for the morgue including ccleaning supplies and instruments used by pathologists.

<i>Francis J. Hacken</i> <span style="float: right;">12/10/19</span> Department Head <span style="float: right;">Date</span>	<i>James Loggins</i> <span style="float: right;">12/12/19</span> Division Head <span style="float: right;">Date</span>
<i>David Probi</i> <span style="float: right;">12/18/19</span> County Manager <span style="float: right;">Date</span>	<i>Brian O. Suetz</i> <span style="float: right;">12-13-19</span> Budget & Finance Division Head <span style="float: right;">Date</span>

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Coroner Dept #  
4193

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4193	560.64	3,300	Meeting & Conference
- Line Item Decrease	-	100	60	4193	599.40	(3,300)	Removals
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

Transfer is need to cover the cost of mandatory Coroner Education Course for 2 employees

<i>Tenn A. Haden</i> 12/10/19 Department Head Date	<i>Joan McGuire</i> 12/12/19 Division Head Date
<i>Dan Fah.</i> 12/18/19 County Manager Date	<i>Brian A. Szyb</i> 12-13-19 Budget & Finance Division Head Date

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name Dept #  
Coroner 4193

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	60	4193	540.70	3,000	Sm Tools & minor equip
- Line Item Decrease	-	100	60	4193	599.22	(3,000)	Forensic examinations
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
Line item small tools and minor equipment is underfunded due to unexpected needed morgue supplies. Forensic examinations has sufficient funds to cover due to a decrease in autopsies

<i>Francis A. Hacken</i> 11-14-19 Department Head	<i>Jean Loggarts</i> 12/6/19 Division Head
<i>Drew Em.</i> 12/18/19 County Manager	<i>Brian A. Swels</i> 12-13-19 Budget & Finance Division Head