

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name: Budget & Finance

Dept. # 4114

Action Type	Action	Fund	Div.	Dept.	Acct	Amount	Account Description
+ Line Item Increase	+	100	20	4114	550.34	1,976	Insurance- Liability/Casualty
- Line Item Decrease	-	100	20	4137	550.70	(6,876)	Surety & Fidelity
		100	20	4136	560.64	4,900	Meeting/Conf/training
		100	20	4136	599.46	(3,000)	Mach and Equip >\$5000
		100	20	4136	540.70	3,000	Small Tools and Minor Equip
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**

Transfer needed for director bond- actual costs were higher than estimate. Additional expenses needed for CPE training for field investigators. Moving 3,000 dollars out of machinery and equip over 5,000 into Small Tools and Minor Equipment.

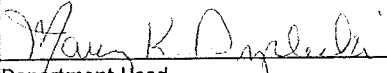
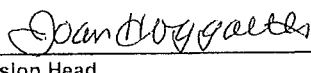
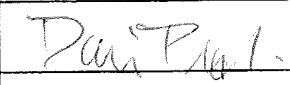
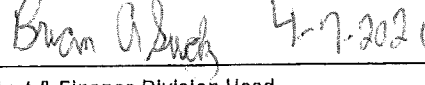
		<i>Brian A. Lynch</i>	<i>4-7-2021</i>
Department Head	Date	Division Head	Date
<i>D. Murphy</i>	<i>4/7/21</i>	<i>Brian A. Lynch</i>	<i>4-7-2021</i>
County Manager	Date	Budget & Finance Division Head	Date

**LUZERNE COUNTY  
BUDGET TRANSFER REQUEST**

Department Name	Dept #
Recorder of Deeds Automation Fund (501)	4153

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	501	60	4153	599.46	\$60,000.00	Mach&equip over \$5000
- Line Item Decrease	-	501	60	4153	560.26	(\$60,000.00)	Scanning
<b>Total</b>						<b>0</b>	<i>(Must equal 0)</i>

**Explanation (Attach memo if necessary)**  
 Additional shelving is needed at the Records Center to house the department's books and files that were moved to storage from the annex building. There are no scanning projects currently planned for 2021.

 Department Head	 Division Head
 County Manager	 4-7-2021 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	560.64	65,000	Meetings/Conferences/Training Fees
- Line Item Decrease	-	910	70	9100	560.55	(65,000)	Purchased Service - Agency
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**  
 Increase training fees to provide training manuals and on line training to participants of the Mature Worker Program in lieu of in-person classes offered as a contracted service through Penn State. Additionally to provide training books and other materials to all of our Active Adult Center members on the use of technology to provide access to resources when they cannot come to the center in person. Decrease Purchased Services Agency since the in-person classes through Penn State were part of that line item.

<i>Mary Roselle</i>	3/11/2021	<i>Lyn Hin</i>	3/11/21
Department Head	Date	Division Head	Date
<i>Dan Bui</i>	4/7/21		
County Manager	Date	Budget & Finance Division Head	Date

LUZERNE COUNTY  
BUDGET TRANSFER REQUEST

Department Name- Buildings and Grounds Dept #  
4174

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	100	50	4174	550.15	\$5,000	Other Contractual
- Line Item Decrease	-	100	50	4174	510.20	(\$5,000)	Wages Repeanted
- Line Item Decrease							
- Line Item Decrease							
- Line Item Decrease							
Total						0	(Must equal 0)

**Explanation (Attach memo if necessary)**

Need to transfer funds to cover the cost of the temporary mailroom worker to cover for an employee on leave.

<i>Will McIntosh</i> 3/12/2021 Department Head Date	<i>Edward J. M. M... 2021-0315</i> Division Head Date
<i>Doc P... 4/7/21</i> County Manager Date	<i>Brian A. L... 4-7-2021</i> Budget & Finance Division Head Date

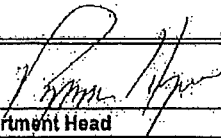

## LUZERNE COUNTY BUDGET TRANSFER REQUEST

<b>Department Name</b>	<b>Dept #</b>
Drug & Alcohol	9600

Action Type	Action	Fund	Div	Dept	Acct	Amount	Account Description
+ Line Item Increase	+	960	70	9600	560.60	215	Dues/Memberships
- Line Item Decrease	-	960	70	9600	560.58	(215)	Provider Services
<b>Total</b>						<b>0</b>	<b>(Must equal 0)</b>

**Explanation (Attach memo if necessary)**

We are requesting a budget transfer to:  
 - Increase Dues/Membership by \$ 215.00. This increase is due to estimating on the 2021 budget and not receiving the invoice prior to having completed the 2021 Budget.  
 - Decrease Provider services by \$ 215.00.

 Department Head	3/10/21 Date	 Division Head	3/11/21 Date
David Pedri County Manager	4/9/21 Date	Brian A. Suelz Budget & Finance Division Head	4-7-2021 Date