

Budget Adjustment and Transfer Request Form

(Budget Adjustments requiring Legislature action must be submitted as a resolution)

Department: Personnel	Date: 3/29/17
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INSTRUCTIONS: *Submit one (1) copy to the Finance Director and one (1) copy to Program Committee through Minute Traq as a new file: "BUDGET ADJUSTMENT OR TRANSFER FOR INFORMATION ONLY"
 ** NOTE: TARGET FOR PROGRAM COMMITTEE MEETING AND NOT THE LEGISLATURE



From/Revenue Adjustment:

To/Expenditure Adjustment:

Budget Account	Account Title	AMOUNT	Budget Account	Account Title
1430.58800	Fringes	\$1,698	1430.51000216	HR Systems & Progm Admin
1430.54412	Travel/Training	\$3,127	1430.51000216	HR Systems & Progm Admin
1430.58800	Fringes	\$497	1430.54303	Office Supplies
1430.58800	Fringes	\$144	1430.52206	Computer Equipment

Explanation Required:

Year end balances			
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SIGNATURES	Department Head:		Date Signed:	4/3/17
	Director of Finance:		Date Signed:	4/3/17

**Tompkins County
Combined Status Report**

1430 PERSONNEL

Personnel

	Budget	Period	YTD	Encumbered	Balance	YTD/ Bud	
51000174	DEP COMM PERSONNEL	70,491.00	2,972.05	78,203.94	0.00	-7,712.94	1.11
51000183	EMP BENEFITS MGR	70,491.00	2,700.80	70,490.92	0.00	0.08	1.00
51000216	HR SYSTEMS & PROGM ADMIN	4,825.00	2,232.06	42,380.72	0.00	-37,555.72	8.78
51000242	COMM. OF PERSONNEL	103,231.00	3,955.20	101,446.56	0.00	1,784.44	0.98
51000333	PERSONNEL ASST	97,886.00	5,625.58	101,249.60	0.00	-3,363.60	1.03
51000339	PERSONNEL TECHNICIAN	51,491.00	0.00	0.00	0.00	51,491.00	0.00
51000341	ADMIN SRVCS COORD	54,226.00	0.00	15,847.39	0.00	38,378.61	0.29
51000357	PERS ASST TRAIN	0.00	1,153.15	21,225.82	0.00	-21,225.82	0.00
51000540	ADMIN ASSISTANT LEVEL 3	22,102.00	0.00	17,028.08	0.00	5,073.92	0.77
51200540	ADMIN ASSISTANT LEVEL 3	0.00	0.00	53.98	0.00	-53.98	0.00
51400	DISABILITY PAY	0.00	0.00	26,815.36	0.00	-26,815.36	0.00
51600	LONGEVITY	2,850.00	0.00	2,850.00	0.00	0.00	1.00
Total	PERSONAL SERVICES	477,593.00	18,638.84	477,592.37	0.00	0.63	1.00
52206	COMPUTER EQUIPMENT	4,844.00	1,244.27	1,451.27	5,554.60	-2,161.87	1.45
52214	OFFICE FURNISHINGS	3,207.00	0.00	1,044.00	0.00	2,163.00	0.33
52230	COMPUTER SOFTWARE	393.00	0.00	393.42	0.00	-0.42	1.00
Total	EQUIPMENT	8,444.00	1,244.27	2,888.69	5,554.60	0.71	1.00
54303	OFFICE SUPPLIES	3,997.00	313.44	4,258.52	0.00	-261.52	1.07
54330	PRINTING	1,500.00	1.26	1,474.68	0.00	25.32	0.98
54332	BOOKS	249.00	315.00	590.00	0.00	-341.00	2.37
54342	FOOD	1,500.00	16.88	922.45	0.00	577.55	0.61
Total	SUPPLIES	7,246.00	646.58	7,245.65	0.00	0.35	1.00
54400	PROGRAM EXPENSE	11,873.00	6,850.60	11,776.70	0.00	96.30	0.99
54402	LEGAL ADVERTISING	120.00	0.00	56.75	0.00	63.25	0.47
54412	TRAVEL/TRAINING	373.00	-4,293.61	0.00	0.00	373.00	0.00
54414	LOCAL MILEAGE	500.00	0.00	465.62	0.00	34.38	0.93
54416	MEMBERSHIP DUES	500.00	325.00	995.00	0.00	-495.00	1.99
54424	EQUIPMENT RENTAL	1,200.00	0.00	88.76	0.00	1,111.24	0.07
54425	SERVICE CONTRACTS	5,700.00	0.00	5,700.00	0.00	0.00	1.00
54442	PROFESSIONAL SERVICES	30,000.00	0.00	30,670.00	0.00	-670.00	1.02
54452	POSTAGE	4,000.00	135.92	4,492.59	0.00	-492.59	1.12
54472	TELEPHONE	800.00	69.62	820.02	0.00	-20.02	1.03
Total	CONTRACTUAL	55,066.00	3,087.53	55,065.44	0.00	0.56	1.00
58800	FRINGES	218,483.00	8,519.81	218,307.48	0.00	175.52	1.00
Total	EMPLOYEE BENEFITS	218,483.00	8,519.81	218,307.48	0.00	175.52	1.00
R52210	OFFICE EQUIPMENT	3,579.38	0.00	3,579.38	0.00	0.00	1.00
Total	EQUIPMENT	3,579.38	0.00	3,579.38	0.00	0.00	1.00
R54442	PROFESSIONAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00	1.00
Total	CONTRACTUAL	2,500.00	0.00	0.00	2,500.00	0.00	1.00
Total Expense		772,911.38	32,137.03	764,679.01	8,054.60	177.77	1.00