

# Budget Adjustment and Transfer Request Form

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

<b>Department:</b> Office for the Aging	<b>Date:</b> 9/19/17	ID# 7316
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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
A6776.54491	Subcontrator	\$5,475		
		\$4,375	6774.54491	Subcontracor
		\$1,100	6777.54491	Subcontrator

### Explanation Required:

Transfer contingency funding from 6776 to 6774 and 6777, to realign budget so that it matches Foodnet meals on Wheels budget

<b>SIGNATURES</b>	<u>Department Head:</u> 	<u>Date Signed:</u> 9/19/17	
	<u>Director of Finance:</u>	<u>Date Signed:</u>	