

**Budget Adjustment and Transfer Request Form**

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

|                                 |                        |
|---------------------------------|------------------------|
| <b>Department:</b> County Clerk | <b>Date:</b> 11/2/2017 |
|---------------------------------|------------------------|

**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      |
|----------------|-----------------------|---------|----------------|--------------------|
| 1410.54442     | Professional Services | \$4,950 | 1410.52206     | Computer Equipment |
|                |                       |         |                |                    |
|                |                       |         |                |                    |
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|                |                       |         |                |                    |

**Explanation Required:**

Year-end clean up

|                   |                      |              |           |
|-------------------|----------------------|--------------|-----------|
| <b>SIGNATURES</b> | Department Head:     | Date Signed: | 11/2/2016 |
|                   | Director of Finance: | Date Signed: |           |