

Department: Office of Human Rights	Date: December 1, 2017
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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
8040.54400	Program Expense	\$200.00	8040.54333	Education and Promotion
8040.54400	Program Expense	\$610.38	8040.54412	Travel/Training
8040.54400	Program Expense	\$763.32	8040.54424	Equipment Rental
8040.51000521	Program and Outreach Spec	\$15.72	8040.51200639	Educ. & Outreach Coord
8040.51000521	Program and Outreach Spec	\$26,681.44	8040.51000639	Educ. & Outreach Coord
8040.54400	Program Expense	\$1,100.11	8040.54472	Telephone
8040.54400	Program Expense	\$50.00	8040.51600	Longevity

Explanation Required:

Account 54333 will be balanced to zero for the year by transferring these funds. Account 54412 will be balanced to zero by transferring these funds; and OHR staff are not anticipating any additional travel/training expenses for 2017. Account 54424 will be balanced with an excess of \$140 to account for additional expenditures for November and December of 2017. Account 51200639 will be balanced to zero. Account 51000639 replaces the Program and Outreach Specialist with an Education and Outreach Coordinator - this transfer will balance the account and move the excess funds to the appropriate line. Account 54472 will be balanced to zero and the \$423.69 encumbrance will be used to complete the 2017 fiscal year. Account 51600 will be balanced to zero with this transfer.

SIGNATURES	Acting Department Head:	Date Signed:
	Director of Finance:	Date Signed:

12-11-17