

Budget Adjustment and Transfer Request Form

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

Department: Planning & Sustainability / Tourism	Date: 4/27/2018
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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
6475.54492	Room Tax Reserve	\$1,611	6475.54632	CVB

Explanation Required:

Each year the Ithaca/Tompkins County CVB applies to the New York State Department of Economic Development, Division of Tourism for Tourism Matching Funds to leverage local marketing at a one-to-one ratio. In 2018 the Tompkins County Tourism Program budget allocated \$68,228 as an estimate for the this award, however the CVB was awarded \$69,839 from the NYS Tourism Matching Fund program. The STPB voted at its April 18, 2018 meeting to allocate the difference (\$1,611) to the CVB to match the full grant award.

SIGNATURES	Department Head:	Date Signed:	
		5/1/18	
	Director of Finance:	Date Signed:	