

SEMINOLE COUNTY BUDGET CHANGE REQUEST

Date 9/11/03

OMB# 03-83

FROM: Department Judicial Division Public Defender's Office Section _____

Signatures: Department Director _____ Division Manager _____

WHAT IS NEEDED:

- Accounting adjustment: Item is budgeted, but funds are in incorrect account line.
- More funds for Budgeted Item: Item is budgeted, but additional funds are required.
- New item: Item is not in this fiscal year's budget.
- Capital Substitution: Substitution or change of a currently budgeted capital item.
- Fund & Acct # _____ Budget Item # _____ Budget Amount \$ _____
- Capital replacement retention: Capital item was slated to be replaced but needs to be retained. BCC# _____

- Describe item and show calculation of all associated costs of item.
- Explain why item is needed. (If equipment is to be replaced, include description, model, year, BCC#)
- Identify source of funds and why these funds are no longer needed for their original intent.
- For savings on capital items give account #, budget item #, amount budgeted, purchase order #, and actual purchase cost.

Transfer the total amount of \$61,230 from the accounts listed below to cover projected expenditure costs which will exceed the current balances of original budgeted amounts through the end of FY 02/03.

FILL IN THIS PORTION IF A TRANSFER OF FUNDS IS NEEDED: Fund 127 Fund Name Criminal Justice Trust

	ACCOUNT NUMBER	ACCOUNT TITLE	AMOUNT
TRANSFER FROM	036000-53049000	Other Charges/Obligations	49,960
	036000-53051000	Office Supplies	220
	036000-53046000	Repairs and Maintenance	4,387
	036000-53054000	Books, Publications, Subscriptions	1,808
	036000-53056000	Gas, Oil, Lube	1,475
	036000-53047000	Office Supplies	493
	036000-53042000	Transportation, Postage, Freight	2,887
		TOTAL	\$61,230
TRANSFER TO	036000-53040000	Travel and Per Diem	624
	036000-53031500	Professional Svc/Expert Witness Fees	13,476
	036000-53031510	Professional Svcs/Cinical Evaluations	25,790
	036000-53033000	Court Reporter Services	693
	036000-53034500	Contracted Svcs/Court Interpreters	20,647
		TOTAL:	\$61,230

CONCURRENCE OF OTHER INVOLVED DIVISIONS (ie: Comp Svcs/hard & software; Fleet/vehicles; Purchasing/capital; Sppt. Svcs; etc)

Signature _____

Div or Dept _____

OMB RECOMMENDATION: Approval Disapproval Analyst Deborah Smith Director 

APPROVING AUTHORITY: ___ OMB Director ___ County Manager ___ BCC (Meeting Date) Sept. 23, 2003

Approved Not approved Date Signed _____ Signature _____

FINANCE: Transfer has been posted Date _____ Signature _____