

FY 2018 Budget Amendment Request Form

Date: 2/16/2018

Department: Finance

Contact person: Bonnie Jewell

Phone #: 540-507-7583

Explanation of need for budget amendment: In October 2017, I requested and the Board approved a budget adjustment to close the completed VRE project. As part of that adjustment, I mistakenly reduced the budget for a State revenue account when in fact I should have reduced the budgeted use of the Capital Projects Fund balance. This budget adjustment is the technical adjustment required to correct my previous error.

Reminder: Agenda item summary must be attached if BOS approval is required.

Revenue accounts affected:

Account Number		Amount	
Acct #	310-0000-324-04-99 – State Revenue	\$	1,193,433
Acct #	310-0000-341.05-01 – Use of Fund Balance	\$	(1,193,433)
	Total Revenue Adjustment	\$	0

Expenditure accounts affected:

Account Number		Amount	
Acct #		\$	
	Total Expenditure Adjustment	\$	

Note: If amendment is between expenditure accounts only, net impact must be zero.

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Bonnie Jewell, Budget Manager
Name, Department

Name, Department

Recommendations

Budget: ☒ recommended ☐ not-recommended

Explanation if not recommended:

County Admin: ☒ recommended ☐ not-recommended

Explanation if not recommended:

Finance Committee: ☒ recommended ☐ not-recommended

Explanation if not recommended:
