

ORDINANCE/RESOLUTION REQUEST DATA SHEET

This data sheet must be completed in full. Attach any additional information or sheets.

DEPARTMENT NAME: County Clerk **DEPT. NO.** 0101 **FUND NO.** 1000

DATE OF THIS REQUEST: February 4, 2016 **Sponsored by:** Tom Allen

INDICATE TYPE(S) OF REQUEST:

- A. Transfer of funds between categories in this department and fund
- B. Appropriate additional monies to this department/fund from unappropriated monies in that fund
- C. Transfer of funds from one fund to another fund
- D. Create a new expenditure department or line item
- E. Salaries for added personnel or upgrade of personnel through JESAP
- F. Other, i.e. **Resolution** etc.

GIVE A FULL AND COMPLETE EXPLANATION AND PURPOSE OF THIS REQUEST: (This information will be used to draft an Ordinance/Resolution to be submitted for consideration by the Quorum Court)

This request is a 2015 budget clean-up request to bring County Clerk categories out of the negative.

APPROPRIATE REVENUE:

Account Title

TRANSFER OF FUNDS:

Account Title

Account Title

AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	<u>See Attached</u>
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____
AMOUNT _____	FROM ACCT _____	_____	TO ACCT _____	_____	_____

APPROPRIATE ADDITIONAL FUNDS:

Account Title

ACCT NO. _____	AMOUNT _____	<u>See Attached</u>
ACCT NO. _____	AMOUNT _____	_____

TRANSFER OF FUNDS: (From one Fund to Another Fund):

Fund No. _____ to Fund No. _____ Amount: _____ Acct No. _____

ADD PERSONNEL TO THE SAME JOB DESCRIPTION or create new job: From Personnel

Committee/JESAP action

No. Added or New Job Job Title

SIGNED: BY BRENDA GUENTHER FOR TOM ALLEN (Elected Official/Department Head)

For Office Use Only:

Date Received: _____ **Date submitted to Committee of the Whole:** _____

Committee meeting date at which this request will be considered: _____

Committee action: _____ **Do Pass (forward to Quorum Court for consideration)**
_____ **Review on _____ date**

Benton County

Acct #	Account Description	Orig or Adj Approp	Transfer or Add. Approp	New Approp Amount
Quorum Court				
1000-0101-3021	Postage	34,600.00	1,500.00	36,100.00
1000-0101-1001	Salaries, Full Time	731,770.00	(1,500.00)	730,270.00
		766,370.00	-	766,370.00