

GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 4921 Travel & Tourism
Dept. # Department Name

3/9/2016
Department Director's Signature Date

TYPE OF REQUEST:

☒ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds *

☐ Project Transfer Within Department & Fund

☐ Additional Appropriation of Funds *

☐ Line Item Transfer Between Departments*

* Requires resolution by the Board of Commissioners

Resolution #

Date

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	PROJECT	AMOUNT
	Fund - Dept - Subdept - Div - Acct - Subacct	SUBPROJECT	Whole Dollars Only
	xx - xxxx - xxxx - xxxx - xxx - xxx	xxxxx - xxxx	(See Note Below)
Professional Services	22-4921-199-000		\$(74,500.00)
Advertising	22-4921-370-000		\$74,500.00

JUSTIFICATION FOR REQUEST:

A transfer from Professional Services Acct. to Advertising Acct. is required to cover 3 new contracts totaling \$45,000 for ITI Marketing that will provide general analysis, social marketing integration and social media development and content publishing on the T&T website. The remaining funds are needed for advertising projects with Our State Magazine and Blue Ridge Outdoors. This will not require an additional appropriation of funds.

APPROVAL SIGNATURES:

County Manager/Interim Assistant County Manager Date

Financial Operations Manager/Asst. Financial Operations Mgr. Date

Interim Budget Administrator Date

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.