

GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 4122 Human Resouces
Dept. # Department Name

Pamela Overcash 4/24/2018
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 Fund - Dept - Subdept - Div - Acct - Subacct XX - XXXX - XXXX - XXXX - XXX - XXX	PROJECT SUBPROJECT XXXXX - XXXX	AMOUNT Whole Dollars Only (See Note Below)
Fund Balance Appropriation	010-01-9900-0000-490000		(\$15,018)
Choice USA Commissions	010-01-4122-0000-410059		(\$12,108)
Employee Recognition	010-01-4122-0000-560000	18027	\$27,126

JUSTIFICATION FOR REQUEST:

Vending machine revenues in FY16 & FY17 were not accepted and appropriated into the Employee Recognition account and therefore reverted to Fund Balance. This Budget Change Request will approve the funds that reverted to Fund Balance into the Employee Recognition account, plus accept and appropriate revenue received during FY18. Future vending machine revenues will be budgeted to streamline the process.

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.