Blount County Government
Budget Amendment Request

FY 20-21 Department: County Clerk Office

Account: 52500

Type of Amendment: (check one)

- ☐ Transfer (no overall change to adopted budget)
- ☐ Decrease (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- ☑ Increase (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- ☐ Adjustment (correction to adopted budget due to "grant award" or "budgetary adjustment")

******IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form******

	Account Number	Description	Amount
TO	101-52500-534800 ..	Postal Charges	5,100.00
		TOTAL	5,100.00

	Account Number	Description	Amount
FROM	101-00000-489900	Use of Fund Balance	5,100.00
		TOTAL	5,100.00

Explanation: Increase appropriation of Postal charges

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.