



OFFICE OF SHERIFF JAMES L. BERRONG

MEMO

Date: November 29, 2017
To: Finance
From: Deputy Chief Millsaps
Re: Budget Amendment

A Distress Warrant for \$118 was served in 2012 by the Sheriff's Office. Normally, we send a check to the Trustee's Office for the amount of the payment minus the officer's service fee. Neither the Sheriff's Office nor the Trustee's Office has record of the payment. The Defendant has a valid, hand-written receipt for the \$118. The Sheriff's Office is asking to pay the Trustee's Office to correct their records. If we can pay out of our current budget, we will. A budget amendment was completed in case we are not allowed to use our current budget.

FY 17-18

Account: 054110

☐ **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")

	Account Number	Description	Amount
TO	500599	Other charges	118.00
TOTAL			118.00

Explanation:

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.