

Budget Amendment Request

FY 17-18

Department: Sheriff

Account: 054160

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	101-054160-500599-0	Other charges	5,000.00
TOTAL			500 0.00

	Account Number	Description	Amount
FROM	101-0-433950-0	Revenue - Sex Offender Registry Fees	5,000.00
TOTAL			5000.00

Explanation: To move money from the Revenue account (which is made up of money collected from Sex Offenders) to the account to be able to pay the State their portion of the fees we collect.

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.

MEMO

Date: March 14, 2018

To: Finance

From: Pam Comer, Sheriff's Office 

Re: Increase

The attached Budget Amendment Request is to move money out of the Revenue line into an Expense line. The Revenue line consists of funds collected from Sex Offenders by the Sheriff's Office. The Expense line is used to pay the State of Tennessee their portion of the Sex Offender fees. (I still have money on PO 170239 to pay the State, but March is the most active month of the year for fee payments.)

If you need additional information, please let me know.

Thanks!