



# COLLIN COUNTY

Budget & Finance  
2300 Bloomdale Road  
Suite 4100  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

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## COURT COMMUNICATION ITEM

### **Item Description**

Request approval of Budget Adjustments (Amendments) over \$5,000.

### **Background on Item**

Budget adjustment needed to move funds to the appropriate line item & to purchase a Reader/Printer for County Clerk's document preservation.

### **Financial Information**

Budget adjustments totaling \$21,713.

**FY Budget Amendments (Adjustments) FY 2010**

Note: Budget adjustments move approved and appropriated funding from one line to another. Supporting justification is provided upon your request.

Adjustment #	Department	From Detail		To Detail		Amount	Description
		From Account (project #, etc.)	To Account (project #, etc.)	From Account (project #, etc.)	To Account (project #, etc.)		
10-05	Permanent Improvement	499-4150-561.75-40	499-4153-561.75-40	W41009	W41009	\$10,000	Move funds to the appropriate line item.
10-06	County Clerk	025-0840-411.64-01	025-0840-411.90-01	Consultants	W08004	\$11,713	Needed to purchase reader/printer.
<b>TOTAL</b>						<b>\$21,713</b>	



# Budget Amendment Request Form

For Budget Office Use Only	
<input checked="" type="checkbox"/> Court	<input type="checkbox"/> Non-Court
FY: <u>10</u>	Seq. No. <u>06</u>
Approved by: _____	Date: _____

Date of Request: November 16, 2009

From: County Clerk/Tonya/4150  
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: \_\_\_\_\_ New  Existing

Project Code to Receive Amendment: \_\_\_\_\_ New  Existing

**TO Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
<u>025-0840-411-90-01</u>	<u>Office Equipment</u>	<u>W 08004</u>	<u>\$11,713.00</u>

**FROM Account Information:**

Line Item Number	Line Item Description	Project Code	Amount
<u>025-0840-411.64-01</u>	<u>Consultants</u>		<u>\$11,713.00</u>

FROM Total:	<b>\$11,713.00</b>
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**Purpose for Request:**

**Amendment needed as follows:**

**\$8,440.00 Reader/Printer (Microfilm)**  
**\$ 895.00 12 Month Warranty**  
**\$ 2,418.00 Annual Maintenance Fee**

\_\_\_\_\_  
 Elected Official / Department Head