

Budget Amendment Request Form

For Budget Office Use Only	
Court	Non-Court
FY _____	Seq. No. _____
Approved by: _____	Date: _____

Date of Request: August 28, 2012

From: Dist. Cts. Pam Devault/Kim Quillen/Rex Cott
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: _____ New X Existing
 Project Code to Receive Amendment: _____ New _____ Existing

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2501-440.64-15	Substitute Court Reporter		\$65,000.00
TO Total:			\$65,000.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
001-2540-440.40-10	Regular Full Time		\$20,000.00
001-1001-411.88-01	Program Contingency		\$45,000.00
FROM Total:			\$65,000.00

Purpose for Request:

Substitute Court Reporter for the 366th court was not expected. The Reporter left full time employment in April with total substitute expenses at \$23,341. This amount was budgeted in Regular full time salary for the 366th court.

The CAC court reporter funds were held in contingency from FY2011 and carried forward for FY2012. The total expense of this reporter has been \$47,509 for FY2012. A Budget Amendment of \$65,000 will correct these balances and provide for the Sub Ct Reporter needs for the remainder of the year.



 Elected Official / Department Head