

Lawana Downs

Subject: Supplemental Training Pay

From: Monika Arris
Sent: Tuesday, March 14, 2017 3:18 PM
To: Randy K. Clark; James Skinner
Cc: Marie Chacon
Subject: RE: Supplemental Training Pay

I've received an updated supplemental pay report for the 03/17 paycheck. You need to move additional funding to cover the negative balances. The agenda item needs to contain a budget amendment as follows:

TO:	001-5070-641.40-14	Inmate Transfer	OTHER WAGES	\$150.00
	001-5050-641.40-14	Minimum Security	OTHER WAGES	\$50.00
	001-5030-641.40-14	Jail Ops	OTHER WAGES	\$500.00
FROM:	001-5001-640.40-14	SO Admin	OTHER WAGES	-\$700.00

This will leave you with SO Admin (5001) – Available Budget **\$2,100** with nothing remaining in the other accounts.

Regards,

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