

## Lawana Downs

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**Subject:** FW: Supplemental Training Pay

**From:** Monika Arris <marris@co.collin.tx.us>

**Date:** March 31, 2017 at 1:38:05 PM CDT

**To:** "Randy K. Clark" <rclark@co.collin.tx.us>, James Skinner <sheriffskinner@co.collin.tx.us>

**Cc:** Marie Chacon <mchacon@co.collin.tx.us>

**Subject:** RE: Supplemental Training Pay

I've received an updated supplemental pay report for the 03/31 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
	001-5030-641.40-14	Jail Ops	OTHER WAGES	\$550.00
FROM:	001-5001-640.40-14	SO Admin	OTHER WAGES	-\$700.00

This will leave you with SO Admin (5001) – Available Budget **\$1,200** with nothing remaining in the other accounts. You are spending approximately \$700 a paycheck. You will need to place an item on an agenda soon to increase these budgets from another location within your budget or the additional pay will stop.

Regards,

**Mónika Arris, CGFO, CIO**  
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