

## REQUEST FOR BUDGET AMENDMENT

Submitted by: Finance

BA Number: \_\_\_\_\_

**JUSTIFICATION FOR ADJUSTMENT:**

Reclassification from Senior Legal Assistant, grade 6 to Paralegal, grade 9 - six months cost for FY2023/

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	PROJECT NUMBER	REVENUE \$ AMOUNT	EXPENSE \$ AMOUNT
<b><u>Increase Accounts</u></b>				
Salary	001-2501-410-0101			9,506
Fica	001-2501-410-0104			727
Pension	001-2501-410-0106			950
Health	001-2501-410-0108			0
WC	001-2501-410-0111			10
<b><u>Decrease Accounts</u></b>				
Commissioner's Emergency Reserve	001-3804-410-4599			11,193
<b>NET INCREASE / DECREASE</b>			<b>\$0</b>	<b>\$0</b>

\*Approved by ~~Department Head~~ *Elected State's Attorney* \_\_\_\_\_ Date: 1/20/23  
 \*If grant related, the Department Head's signature certifies compliance with any grant requirements related to this action.  
 Recommended by Chief Financial Officer: *Jeannett Cudmore* \_\_\_\_\_ Date: 1-20-2023  
 \*\*Approved by County Commissioners: *James R. Goy* \_\_\_\_\_ Date: 1-24-2023  
 \*\* Requires a Completed Request for Appointment Form be Attached  
 ^Approved by Chief Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
 ^ If BA pertains to Finance Department Accounts, must be Approved by County Administrator

**FOR FINANCE USE ONLY**

<b>Comments:</b>	
	<b>BA Entered:</b>