

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

GENERAL FINANCE

From: 1000
 Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1150	50000		REGULAR SALARIES	\$ 7,500.00	1,254,827.56	1,247,027.56	5/21/24
Total				\$ 7,500.00			

GENERAL FINANCE

To: 1000
 Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1150	50010		OVERTIME	\$ 7,500.00	463.77	7,963.77	5/21/24
Total				\$ 7,500.00			

Reason for Request:

Budget Transfer needed to cover future overtime expenses in the mailroom due to current staffing shortage and coverage for remainder of FY24.

Activity _____
 (optional)

 Chief Financial Officer

Date 5/21/24
 Date

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

FIN/CS- 5/28/24