

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective October 1, 2024

From: 1000
 Company #

COMMUNITY SERVICES
 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	
1750	50000		REGULAR SALARIES	\$ 4,000.00	917,624.55	913,624.55	3/31/25
Total				\$ 4,000.00			

To: 1000
 Company #

COMMUNITY SERVICES
 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	
1750	50010		OVERTIME	\$ 4,000.00	(3,919.22)	80.78	3/31/25
Total				\$ 4,000.00			

Reason for Request:

Transfer of funds for staff granted overtime to assist the Information & Referral unit manage the client caseload while being short-staffed.

Signature on File

Department Head Signature on File

Chief Financial Officer

3/31/25

Date

4/3/25

Date

Activity

(optional)

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

Finance Department Use Only

Fiscal Year 25 Budget Journal # _____ Acctg Period _____

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

HS - 4/15/25
 FIN/CB - 4/22/25

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