

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective January 22, 2024

From: 5000  
Company #

WORKFORCE INVEST ACT PROG GRTS  
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2840	53400	0000	RENTAL OF OFFICE SPACE	\$ 392,636.00	315,077.69	(77,558.31)	4/10/24	5000-9105
Total				\$ 392,636.00				

To: 5000  
Company #

WORKFORCE INVEST ACT PROG GRTS  
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2840	54000	0700	LEASE OF BUILDINGS	\$ 392,636.00	0	392,636.00	4/10/24	5000-9105
Total				\$ 392,636.00				

Reason for Request:

To cover monthly rent expense for Workforce Development Division. Transfers total budget from 53400-0000 to 54000-0700 in accordance with new County-adopted lease policy.  
  
The budget transfer will be submitted temporarily generating a negative balance. Once approved, AP will unmatch the invoices that have been processed to this account and PO during FY2024, and then AP will add invoices to account 54000-0700.

Department Head

4/10/24  
Date

Activity 23-681006  
(optional)

Chief Financial Officer

4-10-24  
Date

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

Finance Department Use Only			
Fiscal Year <u>24</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

ED - 4/16/24  
FIN/CB - 4/23/24

*[Handwritten signature]*