

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective April 1, 2025

From: 1100
Company #

RECORDER DOCUMENT STORAGE
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	
4310	50010		OVERTIME	\$ 4,433.00	9,250.00	4,817.00	11/10/25
Total				\$ 4,433.00			

To: 1100
Company #

RECORDER DOCUMENT STORAGE
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	
4310	51000		BENEFIT PAYMENTS	\$ 4,433.00	(4,432.24)	0.76	11/10/25
Total				\$ 4,433.00			

Reason for Request:

to fulfill budget shortage

Department Head

Chief Financial Officer

Activity

(optional)

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

Finance Department Use Only			
Fiscal Year <u>25</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

FIN/CB - 11/25/25