

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 [Signature] Date 4/10/24

Activity 23-681006 Chief Financial Officer [Signature] Date 4-10-24
 (optional)

****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 _____

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

[Signature]