

**Town of Dryden  
Budget Modification Request Form**

\* 2015 Budget \*

Department: Town Clerk

Date of Request: 1/19/16

Person Making Request: Bambi Avery

Budget Lines to be Modified (each modification request must list the line to be increased AND what account the funds are coming from)	Prior Approved Budget Amount	Amount of Requested Increase / Decrease	Revised Budget Amount	Reason for Budget Revision: Attach additional documentation if necessary
From: <u>A 1460.401</u> <sup>Records mgmt contr.</sup>	<u>2000.00</u>	<u>386.51</u>	<u>1613.49</u>	
To: <u>A 1330.4</u> <sup>Receiver of Taxes contr.</sup>	<u>5430.00</u>	<u>386.51</u>	<u>5816.51</u>	<u>unexpected expenditures</u>
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Signature of Department Head Requesting Budget Modification:

Bambi Avery Date: \_\_\_\_\_

Review and Decision (Accounting Only)	
<b>Bookkeeper Review:</b>	
Are there funds available as listed above to make the budget modification? <span style="float: right;">#1,293.78</span>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Date: <u>1/20/16</u>	Signature: <u>[Signature]</u>
<b>Town Board Approval:</b>	
Date of Town Board Meeting to be discussed: _____	
Was the budget modification approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date: _____	Signature: _____
Give to Town Clerk for Resolution # _____	
Once approval is granted, this form shall be returned to the bookkeeper to make the appropriate entries.	
Date Modification entered: _____	Signature: _____
A copy of this form is to be returned to the department head once completed for budget tracking purposes.	

**Town of Dryden  
Budget Modification Request Form**

\* 2015 Budget \*

Department: Planning

Date of Request: 12/30/15

Person Making Request: Ray Burger

Budget Lines to be Modified (each modification request must list the line to be increased AND what account the funds are coming from)	Prior Approved Budget Amount	Amount of Requested Increase / Decrease	Revised Budget Amount	Reason for Budget Revision: Attach additional documentation if necessary
371.41 From: B3620.402 <sup>CE01</sup>		-371.41		Accele Subscription
To: B3620.406 <sup>software Ann upkeep</sup>		+371.41		increase to (\$8,062) but
938.41 From: B3620.403 <sup>CE02</sup>		-862.59 <sup>DB</sup>		only \$8,000 budgeted
To: B3620.406 <sup>software Ann upkeep</sup>		862.59 <sup>DB</sup>		
From:				
To:				
From:				
To:				
From:				
To:				

Signature of Department Head Requesting Budget Modification:

Ray Burger Date: 1-19-16

Review and Decision (Accounting Only)	
<b>Bookkeeper Review:</b>	
Are there funds available as listed above to make the budget modification?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date: <u>1/18/16</u>	Signature: <u>JC</u>
<b>Town Board Approval:</b>	
Date of Town Board Meeting to be discussed:	<u>1/14/16</u>
Was the budget modification approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	Signature: _____
Give to Town Clerk for Resolution # _____	
<i>Once approval is granted, this form shall be returned to the bookkeeper to make the appropriate entries.</i>	
Date Modification entered: _____	Signature: _____
<i>A copy of this form is to be returned to the department head once completed for budget tracking purposes.</i>	