

**Town of Dryden
Budget Modification Request Form**

Department: Planning Dept

Date of Request: September 9, 2019

Department Head: Ray Burger

Signature: *Ray Burger*

Budget Lines to be Modified: (each request must list two budget lines)		Amount	Reason for Budget Modification: (attach additional documentation if necessary)
Account Number	Account Name	\$	

From:	B8020.401	Plann. Constractal Dir.	-	1,000.00	new employee training costs exceeded budgeted amount
To:	B3620.401	Plann. Constractal dept.	+	1,000.00	
From:			-		
To:			+		
From:			-		
To:			+		
From:			-		
To:			+		
From:			-		
To:			+		
From:			-		
To:			+		

Review and Decision (Bookkeeper/Clerk Use Only)	
Bookkeeper Review:	
Are funds available as listed above to make the budget modification?	Yes <input checked="" type="checkbox"/> <u>\$4902.50</u> No <input type="checkbox"/>
Date: <u>9/10/19</u>	Signature: <u><i>A Case</i></u>
Town Board Approval:	Date of Town Board meeting to be discussed: <u>9/12/19</u>
Was the budget modification approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date: _____	Signature: _____
Give to Town Clerk for Resolution # _____	
return to the Bookkeeper to make the appropriate entries	
Modification Entered:	Date: _____ Signature: _____