



Office of Financial Management

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Memorandum

Date: _____

To: Ramona Farineau - Chief Financial Officer

From: Emily Beam - Budget Officer

Subject: _____ Budget Amendment
[Fiscal Yr]

Request: _____ Amendment Request

Expenditure Amount: _____

Department/Office: _____

Description:

[Internal: Please describe the circumstances necessitating the request: what was involved in arriving at costs, current status of entire appropriation, and status of specific account for Amendment. If the request includes unanticipated revenue, describe fully. Memo on Department letterhead should also be included with request.]

Source:

**BOULDER COUNTY
REQUEST FOR BUDGET AMENDMENT**

Amendment Type

ONE TIME (CURRENT YEAR ONLY)

ON-GOING BASE CHANGE REQUIRED

Amendment Category *Please select all that apply:*

FUND BALANCE

TRANSFER

UNANTICIPATED REVENUE

REQUESTED EXPENDITURE INCREASE AMOUNT: _____

(Please use expenditure worksheet on page 3 below to detail this amount across appropriate Org-Fund-Appropriation-Service segments]

REQUESTED REVENUE INCREASE AMOUNT: _____

(Please use revenue worksheet on page 4 below to detail this amount across appropriate Org-Fund-Appropriation-Service segments]

SUBMITTED BY:

Steven Durian

(Department Director/Elected Official Signature)

DATE:

REVIEWED BY BUDGET OFFICER:

Check Box if CFO approval

(Budget Officer Signature)

DATE:

REVIEWED BY CFO:

(Chief Financial Officer Signature)

DATE:

Check Box if Board of Commissioners approval is not needed for this amendment.

APPROVED BY THE BOARD OF COMMISSIONERS WITH DIRECTION TO BUDGET TO PREPARE THE RESOLUTION:

(Chair of Board of County Commissioners Signature)

DATE:

AMENDMENT EXPENDITURE WORKSHEET

Fund	Organization	Account	Appropriation	Amount
TOTAL EXPENDITURE AMENDMENT				

