



Office of Financial Management

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Memorandum

Date: _____
To: Board of County Commissioners
From: Aaron Pratt - Budget Director
Subject: _____ Budget Amendment
[Fiscal Yr]

Request: _____ **Amendment Request**
[Fund Name or other brief description]

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.]

FUND BALANCE OR UNANTICIPATED REVENUE

Source: _____ **Fund** _____
[Appropriation - Fund Name] [Fund Number]

TRANSFER

Source: _____ **Fund** _____
[Appropriation - Fund Name] [Fund Number]
Transfer to
_____ **Fund** _____
[Appropriation - Fund Name] [Fund Number]

Matt Jones County Commissioner **Claire Levy** County Commissioner **Marta Loachamin** County Commissioner

**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: _____
(Department Director/Elected Official Signature)

DATE: _____

REVIEWED BY BUDGET: _____
(Budget Director Signature)

DATE: _____

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

Organization	Fund/Appropriation	Service	Account	Amount
TOTAL EXPENDITURE AMENDMENT				

AMENDMENT REVENUE WORKSHEET

Organization	Fund/Appropriation	Service	Account	Amount
TOTAL REVENUE AMENDMENT				