

**TOWN OF EATONVILLE
BUDGET ADJUSTMENT FORM**

SUBMITTING DEPARTMENT: _____ LEGISLATIVE _____ ADJUSTMENT NUMBER: _____

DATE: _____ 10/15/2024 _____ GROUP NUMBER: _____

| SOURCE OF FUNDS: | | | |
|-------------------|---------------------|----------------|------------|
| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | PROJECT NUMBER | ADJUSTMENT |
| | | | |
| 001-0511-511-1300 | Part -time Salaries | | \$36,355 |
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| | | | |
| TOTAL | | | |

| USE OF FUNDS: | | | |
|-------------------|---------------------|----------------|------------------------|
| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | PROJECT NUMBER | ADJUSTMENT |
| | | | |
| 001-0511-511.5800 | Contingency | | \$36,355 |
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| | | | |
| TOTAL | | | <u>\$36,355</u> |

| REASON FOR ADJUSTMENT REQUEST: |
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| <p>To adjust budget to be consistent with the salary range advertised for the Record Coordinator's position to avoid any appearance of false advertisement. Per legal, the budget has to match advertised salary for the position in question.</p> <p>The advertised salary is \$14.87-\$26.89 (Part-time based on 26 hours per week).</p> |

| APPROVALS: | |
|--------------------------------------|--------------------------|
| <p>_____</p> <p>Town Council</p> | <p>_____</p> <p>Date</p> |
| <p>_____</p> <p>Finance Director</p> | <p>_____</p> <p>Date</p> |
| <p>_____</p> <p>Department Head</p> | <p>_____</p> <p>Date</p> |