

Cowley County Commissioners:

The Kansas Department of Corrections (KDOC) requires that any fund transfers exceeding \$5,000.00 receive approval from the Board of County Commissioners.

In September, the fiscal department announced a change in the reporting structure for Juvenile Services. Agencies were instructed to consolidate fiscal reporting for the Case Management and Juvenile Intensive Supervision Program (JISP) into the JISP category. This change has resulted in the JISP program appearing over budget.

Upon contacting KDOC's fiscal department for clarification and an update to the reporting workbook, I was advised that the appropriate remedy would be to move the funds accordingly.

Therefore, I am requesting approval for the following fund transfers as detailed in the attached 4th Quarter Budget Adjustment Report:

1. Graduated Sanctions Workbook

Approval to move funds totaling **\$31,579.86** from *Case Management* to *Juvenile Intensive Supervision Program (JISP)* within the workbook to reflect accurate program expenditures.

2. IIP, JIAS, and JISP Programs

a. Transfer **\$22,187.53** from *Personnel Benefits* to *Equipment* to fund the door project approved on **June 3, 2025**.

b. Transfer **\$1,000.00** from *Personnel Benefits* to *Vehicle Purchase*.

3. Community Corrections Grant

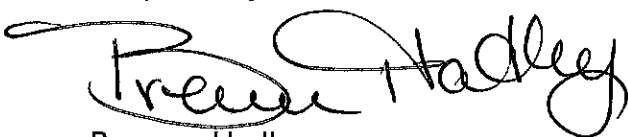
a. Transfer **\$10,886.07** from *Personnel Non-Admin Salary* to *Equipment* for the door project approved on **June 3, 2025**.

b. Transfer **\$1,000.00** from *Personnel Non-Admin Salary* to *Vehicle Purchase*.

c. Transfer **\$416.82** from *Personnel Non-Admin Salary* to *Utilities*.

Your approval of these internal fund movements is respectfully requested in accordance with KDOC guidelines and to ensure accurate fiscal reporting and compliance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brennan Hadley". The signature is fluid and cursive, with the first name "Brennan" written in a larger, more prominent script than the last name "Hadley".

Brennan Hadley

Community Based Services Director

Date: July 31, 2025

Agency: J-FY25 19JD
Period: 04/01/2025-06/30/2025

FROM		BUDGET ADJUSTMENTS					
Program	Category / Line Item	Amount	TO Program	Category / Line Item		Amount	
CM	01 I - PERS I-A PERSONNEL (ADMIN) Salary	\$ (19,714.27)	JISP	01 I - PERS I-A PERSONNEL (ADMIN)	Salary	\$ 19,714.27	
	02 I - PERS I-A PERSONNEL (ADMIN) Benefits	\$ (8,569.84)	JISP	01 I - PERS I-A PERSONNEL (ADMIN)	Salary	\$ 8,569.84	
JISP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (11,093.72)	JISP	26 II - AGCY OP II-D EQUIPMENT	Other #2 - see comment	\$ 11,093.72	
JISP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (500.00)	JISP	28 II - AGCY OP II-D EQUIPMENT	Vehicle Purchase	\$ 500.00	
CM	35 II - AGCY OP II-F FACILITY Rent	\$ (1,443.75)	JISP	35 II - AGCY OP II-F FACILITY	Rent	\$ 1,443.75	
CM	41 II - AGCY OP II-G CONTRACTUAL Copier Maintenance	\$ (236.00)	JISP	41 II - AGCY OP II-G CONTRACTUAL	Copier Maintenance	\$ 236.00	
CM	46 II - AGCY OP II-G CONTRACTUAL Other #2 - see comment	\$ (116.00)	JISP	46 II - AGCY OP II-G CONTRACTUAL	Other #2 - see comment	\$ 116.00	
CM	67 III - CONTRACTS/CLIENT SVCS Surveillance Services	\$ (1,500.00)	JISP	67 III - CONTRACTS/CLIENT SVCS	Surveillance Services	\$ 1,500.00	
JIAS	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (5,546.89)	JIAS	26 II - AGCY OP II-D EQUIPMENT	Other #2 - see comment	\$ 5,546.89	
JIAS	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (250.00)	JIAS	28 II - AGCY OP II-D EQUIPMENT	Vehicle Purchase	\$ 250.00	
IIP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (5,546.89)	IIP	26 II - AGCY OP II-D EQUIPMENT	Other #2 - see comment	\$ 5,546.89	
IIP	05 I - PERS I-B PERSONNEL (NON-ADMIN) Benefits	\$ (250.00)	IIP	28 II - AGCY OP II-D EQUIPMENT	Vehicle Purchase	\$ 250.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
		\$ (54,767.36)				\$ 54,767.36	

IF BUDGET ADJUSTMENTS TOTAL \$5,000 OR ONE PERCENT OF THE CURRENT YEAR GRANT AWARD, WHICHEVER IS HIGHER, THE FOLLOWING SIGNATURES ARE REQUIRED

NEED SIGNATURES

I certify that any budget adjustment listed above has been approved by the Corrections Advisory Board.

Corrections Advisory Board Chair

I certify that any budget adjustment listed above, has been approved by the County Commission.

County Commission Chair
(Sponsoring County)

Agency Comments:

Agency: A-FY25 CL (19JD)
Period: 04/01/2025 - 06/30/2025

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