

**Town of Southport
Budget Modification Request Form**

Department: _____ Town Clerk _____ Date of Request: 9/9/2025

Person Making Request: _____ Town Supervisor _____

Budget Lines to be Modified (each modification request must list the line to be increased AND what account the funds are coming from)		Prior Approved Budget Amount	Amount of Requested Increase / Decrease	Revised Budget Amount	Reason for Budget Revision: Attach additional documentation if necessary
From:	DA5130.2 HIGHWAY EQUIPMENT	\$ 70,000.00	\$ (9,709.00)	\$ 60,291.00	Workers' Compensation Underbudgeted
To:	DA9040.8 WORKERS' COMP.	\$29,000.00	\$ 9,709.00	\$38,709.00	
From:	A8010.4 Zoning	\$ 4,500.00	\$ (1,133.79)	\$ 3,366.21	
From:	A1320.4 Audit	\$ 19,000.00	\$ (800.00)	\$ 18,200.00	
From:	A1450.4 Election	34,000.00	(18,000.00)	16,000.00	
From:	A1620.2 Shared Services Equip.	10,000.00	(5,800.00)	4,200.00	
To:	A6772.44 Programs for Aging	5,000.00	3,900.00	8,900.00	Sr. Bus Trip
To:	A7310.4 Youth Program Cont.	64,000.00	15,000.00	79,000.00	Increases in Sewer Bill & \$3,600 Installation
To:	A5182.4 Lighting	7,000.00	4,200.00	11,200.00	Intersection Lighting (NYSEG Increases)
To:	A1410.4 Town Clerk Contractual	10,000.00	1,500.00	11,500.00	Clerical - Dog Tag/Software Support Increase
To:	A7110.2 Recreation Park Program	\$ 33,000.00	\$ 1,133.79	\$ 34,133.79	Additional Recreation Leader Summer Park Program

Signature of Department Head Requesting Budget Modification:

_____ Date: _____

Review and Decision (Accounting Only)	
Bookkeeper Review: Are there funds available as listed above to make the budget modification? _____ Yes _____ No <div style="display: flex; justify-content: space-between;"> Date: _____ Signature: _____ </div>	
Town Board Approval: Date of Town Board Meeting to be discussed: _____ Was the budget modification approved? _____ Yes _____ No <div style="display: flex; justify-content: space-between;"> Date: _____ Signature: _____ </div>	
Give to Town Clerk for Resolution # _____ Once approval is granted, this form shall be returned to the bookkeeper to make the appropriate entries. <div style="display: flex; justify-content: space-between;"> Date Modification entered: _____ Signature: _____ </div>	
A copy of this form is to be returned to the department head once completed for budget tracking purposes.	