

# Yellowstone County

**FINANCE**

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Billings, MT 59107-5003

January 12, 2026

Board of Yellowstone County Commissioners  
P.O. Box 35000  
Billings, MT 59107

Dear Board Members:

Please accept this letter as a written confirmation of our department's intent on making a budget transfer within the County Atty-Civil fund.

Your Policy #23-18 in Section N gives my department the authority to move up to \$50,000 within a fund. This has been routinely performed over the years where unexpended needs are projected for that fund. These are then recapped during the mid-year or end of year budget process for Board approval.

This letter is intended to inform the Board of our intent to move \$12,000 of budgeted expenditure authority from the Contingency account (2900.280.411800.850). This authority will be going to the Contracted Services account (2900.280.411800.397) to cover the contribution made by the BOCC to Help for Homeless Pets.

As stated above, these changes will be listed with other transfers and adjustments given to the Board for approval via resolution for midyear FY26.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Jones".  
Jennifer Jones  
Finance & Budget Director