

Yellowstone County



FINANCE
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Billings, MT 59107-5003

May 21, 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 Justice of the Peace 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 \$3,500 of budgeted expenditure authority from the Office Supply account (1000.121.410340.210). This authority will be going to the Travel account (1000.121.410340 370) to cover the COLJ Clerks Conference held in Great Falls the first week in May 2026.

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

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Jones".

Jennifer Jones
Finance & Budget Director