Yellowstone County

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November 19, 2026

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

Dear Board Members:

Please accept this letter as written confirmation of our department's intent on making a budget transfer within the Youth Service Center 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 $30,000 of budgeted expenditure authority from the Contingency account (2399.850). This authority will be going to the Software account (2399.368) to cover the jail management system.

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

Thank you for your time and consideration in this matter.

Sincerely,

Jennifer Jones
Finance & Budget Director