

# *Yellowstone County*

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P.O. Box 35003  
Billings, MT 59107-5003



April 7, 2025

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

Dear Board Members:

Please accept this letter as a written confirmation of Finance's intent to make a budget transfer within the Metra CIP 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 \$25,000 of budgeted expenditure authority from the Metra CIP Contingency account (5811.552.460442.925). This authority will be going to the Metra CIP Building account (5811.552.460442.920) to cover the cost of renovating office space.

As stated above, these changes will be listed with other transfers and adjustments given to the Board for approval via resolution for FY25.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer Jones", with a long horizontal flourish extending to the right.

Jennifer Jones  
Finance & Budget Director