

MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	Planning and Building, Tahoe	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Stephanie Lisius	Document total*	\$ 50,000
Contact phone*	5851		

BUDGET TRANSFER HEADER

Prepared date*	11/18/24	Check Applicable*	<input checked="" type="checkbox"/> One Time (after Adopted Budget)
Fiscal year	24/25		<input type="checkbox"/> Continuing (include in the Adopted Budget)
Short Description* <small>(10 characters)</small>	INCPRINT		
		Registrar Item Number*	24-2076 01/07/2025
* REQUIRED FIELDS		Project Strings Required:	Yes

By signing this memo I hereby certify that:
1. information herein is true and accurate to the best of my knowledge, 2. I have been delegated signature authority in accordance with County's policies and procedures and 3. all transfers approved on this journal are in compliance with County policies and procedures and any other relevant governmental regulations.


Authorized signature*
  <small>Karen L. Garner (Nov 19, 2024 13:05 PST)</small>

BUDGET TRANSFER JUSTIFICATION AND DESCRIPTION* (will be scanned into FENIX TCM)

Planning and Building Department, Tahoe Planning and Building Division, is requesting a budget transfer increasing printing services offset by an increase to miscellaneous revenue. Per the new Vacation Home Rental (VHR) Ordinance, owners with VHR's are required to have a County issued sign attached to their home. The County will provide the signs and VHR owners will pay for them.

FOR AUDITOR'S OFFICE USE ONLY

Audit date:	_____	Budget Transfer number:	_____
Audited by:	_____	Interfaced by:	_____
		Processed on:	_____

AUDITOR / CONTROLLER'S USE		EL DORADO COUNTY APPROPRIATION TRANSFER (29125 GOV. CODE)		<h1 style="margin: 0;">BUDGET TRANSFER REQUEST</h1>		DOCUMENT TOTAL	\$50,000.00
TRANSFER #		<p>BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR FIXED ASSETS REQUIRES BOS APPROVAL</p> <p>BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN CLASSIFICATIONS REQUIRES CAO APPROVAL</p>				NUMBER OF LINES	2
JOURNAL #						NET TOTAL	\$0.00
DATE							
INPUT BY							
TO BE COMPLETED BY DEPARTMENT		Budget Transfer Type:	Transfer 1: BoS Approval				
DEPT NAME	Planning and Building, Tahoe Division	Legistar Number & Date:	24-2076 01/07/2025				
DEPT CONTACT & EXT.	Stephanie Lisius X 5851	 <small>Karen L. Garner (Nov 13, 2024 13:05 PST)</small>			11/18/2024	PAGE 1 OF 1	
				DEPARTMENT AUTHORIZATION SIGNATURE AND DATE		DATE	

DIRECTIONS:

1. MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT
2. REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE
3. IF BUDGET TRANSFER EXCEEDS 12 LINES, EMAIL EXCEL WORKBOOK TO APINTERFACES AND CAO ANALYST

S F X	Budget Rollup Code	ORG	OBJECT	PROJECT STRING	GL Project	INCREASE OR DECREASE (INC / DEC)	AMOUNT	DESCRIPTION (30 CHARACTERS MAX.)
1		3725250	1940	37250000-37BUDGET		INC	\$ 25,000	INC MISC REVENUE
2	37400	3725250	4266	37250000-37BUDGET		INC	\$ 25,000	INC PRINTING SERVICES
3								
4								
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9								
10								
11								
12								

<p>_____</p> <p style="text-align: center;">JOE HARN, C.P.A. AUDITOR / CONTROLLER DATE</p> <p>_____</p> <p style="text-align: center;">CHIEF ADMINISTRATIVE OFFICE - ANALYST DATE</p> <p>_____</p> <p style="text-align: center;">CHIEF ADMINISTRATIVE OFFICER DATE</p>	<p>APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO</p> <p>_____</p> <p style="text-align: center;">SIGNATURE: CHAIR, BOARD OF SUPERVISORS DATE</p> <p>_____</p> <p style="text-align: center;">ATTEST: CLERK, BOARD OF SUPERVISORS DATE</p>
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