

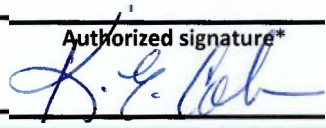
MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	Treasurer-Tax Collector	Budget Transfer Type:	Transfer 1 : BoS Approval
Clerk*	Cami Roberts/ K. Coleman	Document total*	\$ 20,000
Contact phone*	5814 / 5819		

BUDGET TRANSFER HEADER

Prepared date*	02/02/23	Check Applicable* <input checked="" type="checkbox"/> One Time (after Adopted Budget) <input type="checkbox"/> Continuing (include in the Adopted Budget)
Fiscal year	2022-2023	
Short Description* <small>(10 characters)</small>	TTCBTR01	
	Registrar Item Number*	0
* REQUIRED FIELDS	Project Strings Required	No

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*
 2/8/23

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

In the current year budget, Fixed Asset appropriations were approved in the amount of \$10,500 for a Smartboard (computer monitor and software) for webinars, and internal department trainings. TTC procured a better system configuration for the department needs, at significantly lower cost, well below the value criteria for a fixed asset.

The department needs additional workspace to gain operational efficiencies, and proposes taking a larger existing staff area to create a two cubicle workspace. Current quotations for the reconfiguration and system furniture modifications exceed the current fixed asset budget by \$10,000.

We have identified one-time savings of \$10,000 in the Treasury budget's services and supplies appropriations, primarily due to reduced banking costs, and request this savings to be used toward the workspace project.

FOR AUDITOR'S OFFICE USE ONLY

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

AUDITOR / CONTROLLER'S USE	
TRANSFER #	
JOURNAL #	
DATE	
INPUT BY	

EL DORADO COUNTY APPROPRIATION TRANSFER (29125 GOV. CODE)

BUDGET TRANSFER REQUEST

BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR FIXED ASSETS REQUIRES BOS APPROVAL

BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN CLASSIFICATIONS REQUIRES CAO APPROVAL

DOCUMENT TOTAL	\$20,000.00
NUMBER OF LINES	2
NET TOTAL	\$0.00
2/2/2023	
PAGE 1 OF 1	

TO BE COMPLETED BY DEPARTMENT	
DEPT NAME	Treasurer-Tax Collector

Budget Transfer Type:	Transfer 1: BoS Approval
Legistar Number & Date:	

DEPT CONTACT & EXT.	K. Coleman 5819
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K. E. Cole 2/8/23
DEPARTMENT AUTHORIZATION SIGNATURE AND DATE

DIRECTIONS:

- MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT
- REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE
- 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	04200	0420000	4300			DEC	\$ 10,000	TRSF FOR SYSTEMS FURNITURE
2	04000	0400000	6040			INC	\$ 10,000	TRSF FOR SYSTEMS FURNITURE
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

_____	JOE HARN, C.P.A. AUDITOR / CONTROLLER	DATE
_____	CHIEF ADMINISTRATIVE OFFICE - ANALYST	DATE
_____	CHIEF ADMINISTRATIVE OFFICER	DATE

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

_____	SIGNATURE: CHAIR, BOARD OF SUPERVISORS	DATE
_____	ATTEST: CLERK, BOARD OF SUPERVISORS	DATE

S:\APFORMS\BUDGET TRANSFER 2.XLS