

MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	CAO Facilities / Building & Pla	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Ambria Hamilton	Document total*	\$ 13,600
Contact phone*	x5147		

BUDGET TRANSFER HEADER

Prepared date*	02/25/22	Check Applicable*	<input checked="" type="checkbox"/> One Time (after Adopted Budget)
Fiscal year	22/23		<input type="checkbox"/> Continuing (include in the Adopted Budget)
Short Description* <small>(10 characters)</small>	FA CONTANR		
		Legistrar Item Number*	22-0386
* 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*

Laura Schwartz (Feb 25, 2022 10:20 PST)

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

This budget transfer is required to increase appropriations to CAO Facilities Fixed Assest to allow for the purchase of a shipping container for the storage of Planning and Building documents (needed to be stored onsite) that will be displaced by the addition of work stations for Caldor Fire rebuild efforts.

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)		BUDGET TRANSFER REQUEST		DOCUMENT TOTAL	\$13,600.00
TRANSFER #		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				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	CAO Facilities / Building & Planning	Legistar Number & Date:	22-0386				
DEPT CONTACT & EXT.	Ambria Hamilton x5147	<u>Laura Schwartz</u> <small>Laura Schwartz (Feb 25, 2022 10:20 PST)</small>			2/25/2022	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	37400	3710100	4300	37CALDOR-37GENL		DEC	\$ 6,800	DEC CONTAINER CALDOR FIRE
2	06600	0640400	6040	06FACMAINT-C60FA-BLD000		INC	\$ 6,800	INC FA CONTAINER CALDOR FIRE
3								
4								
5								
6								
7								
8								
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 style="text-align: center;">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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