

# BUDGET TRANSFER REQUEST

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

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	\$19,912.00
NUMBER OF LINES	3
NET TOTAL	\$0.00

TO BE COMPLETED BY DEPARTMENT	
DEPT NAME	AGRICULTURE

Budget Transfer Type:	Transfer 1: BoS Approval
Legistar Number & Date:	22-0349-April 5, 2022 4/12/22

DEPT CONTACT & EXT.	MYRNA TOW x6647
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*Charlie Currier* 3/18/2022  
DEPARTMENT AUTHORIZATION SIGNATURE AND DATE

3/18/2022 PAGE 1 OF 1  
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		3100000	0720	31AG 31EDC 31CDFA		INC	\$ 9,956	INC REV PEST DET 20-0145-1 - <i>St. Ag</i>
2	31300	3100000	3000	31AG 31EDC 31CDFA		INC	\$ 2,483	INC APR PEST DET 20-0145-1 - <i>staff time</i>
3	31400	3100000	4462	31AG 31EDC 31CDFA		INC	\$ 7,473	INC APR PEST DET 20-0145-1 - <i>Equipment</i>
4								
5								
6								
7								
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9								
10								
11								
12								

_____ JOE HARN, C.P.A. AUDITOR / CONTROLLER	DATE
<i>Joe Harn</i>	3/31/22
_____ 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

\_\_\_\_\_  
ATTEST: CLERK, BOARD OF SUPERVISORS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Document Total \$

19,912.00 # of Lines 3

Net Total \$ (19,912.00)

Department Head Signature: *Charles Caveth*

Trsf Type	Ref3 Always T	Tsfr Number	Org	Object	Project	Type (E or F)	Project Account	Description	Debit or Credit (D or C)	Amount
B	T		3100000	0720		F	31AG 31EDC 31CD	INC REV PEST DET 20-01	C	\$ 9,956.00
B	T		3100000	3000		E	31AG 31EDC 31CD	INC APR PEST DET 20-01	C	\$ 2,483.00
B	T		3100000	4462		E	31AG 31EDC 31CD	INC APR PEST DET 20-01	C	\$ 7,473.00
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**MEMO SHEET: BUDGET TRANSFER INFORMATION**

Department Name*	Agriculture	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Myrna Tow	Document total*	\$ 19,912
Contact phone*	(530) 621-6647		

**BUDGET TRANSFER HEADER**


Prepared date*	03/18/22	Check Applicable* <input checked="" type="checkbox"/> One Time (after Adopted Budget) <input type="checkbox"/> Continuing (include in the Adopted Budget)	
Fiscal year	21/22		
Short Description* <small>(10 characters)</small>	PEST-DET		
		Registrar Item Number*	22-0349

\* REQUIRED FIELDS

Project Strings Required:	Yes
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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\*



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

The department is requesting a Budget Transfer to receive additional revenues for a trapping contract with California Department of Food and Agriculture (CDFA) to trap and record data for pest detection in El Dorado County. CDFA has sent an amendment to the contract allowing one time funding to purchase ipads for the new reporting requirements for the program and additional funding for the training on the new procedures. The Department will be purchasing five iPads and training staff for implementation of the new program reporting.

**FOR AUDITOR'S OFFICE USE ONLY**

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