



**MEMO SHEET: BUDGET TRANSFER INFORMATION**

|                         |            |                              |                                 |
|-------------------------|------------|------------------------------|---------------------------------|
| <b>Department Name*</b> | Surveyor   | <b>Budget Transfer Type:</b> | <b>Transfer 1: BoS Approval</b> |
| <b>Clerk*</b>           | Jenny Milo | <b>Document total*</b>       | <b>\$ 176,000</b>               |
| <b>Contact phone*</b>   | x6712      |                              |                                 |

**BUDGET TRANSFER HEADER**

|   |            |  |                    |   |
|---|------------|--|--------------------|---|
| <b>Prepared date*</b>                                       | 12/11/23   | <b>Check Applicable*</b><br><input checked="" type="checkbox"/> One Time (after Adopted Budget)<br><input type="checkbox"/> Continuing (include in the Adopted Budget) |                    |   |
| <b>Fiscal year</b>  | 23/24      |  |                    |   |
| <b>Short Description*</b><br><small>(10 characters)</small> | SURV BT FA |  |                    |   |
|   |            | <b>Legistar Item Number*</b>   | 24-0001 01/09/2024 | <br>JA<br><br>RMA |
| <b>* REQUIRED FIELDS</b>                                    |            | <b>Project Strings Required:</b>   | 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.

|   |   |   |
|---|---|---|
| <br>Laura Schwartz (Dec 20, 2023 16:33 PST) | <b>Authorized signature*</b><br><br>Sue Hennike (Dec 27, 2023 08:48 PST) | <br>Brian Frazier (Dec 27, 2023 09:37 PST) |
|---|---|---|

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

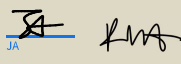

The attached document transfers appropriations from General Fund Contingency to fixed assets within the Surveyor's budget to allow the purchase of surveying equipment and accessories, which will allow the department to keep services in-house.

A portion of the cost is offset by increased intrafund transfers to the Surveyor for work provided to the Facilities and Parks departments.

The equipment being purchased was competitively bid and awarded through County Bid #24-305-025.

**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 ) |  | DOCUMENT TOTAL  |  | \$176,000.00  |  |   |  |        |  |
| TRANSFER #                    |  | <b>BUDGET TRANSFER REQUEST</b>                              |  |   |  | NUMBER OF LINES   |  | 11  |  |        |  |
| JOURNAL #                     |  |   |  |   |  | BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR FIXED ASSETS REQUIRES BOS APPROVAL |  | NET TOTAL   |  | \$0.00 |  |
| DATE                          |  |   |  |   |  | BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN CLASSIFICATIONS REQUIRES CAO APPROVAL   |  |  |  |        |  |
| INPUT BY                      |  |   |  |   |  | Budget Transfer Type: Transfer 1: BoS Approval  |  |   |  |        |  |
| TO BE COMPLETED BY DEPARTMENT |  |   |  | Legistar Number & Date: 24-0001 01/09/2024  |  |   |  |   |  |        |  |
| DEPT NAME                     |  | Surveyor  |  | <br><small>Laura Schwartz (Dec 20, 2023 16:33 PST)   Sue Hennike (Dec 27, 2023 08:48 PST)   Brian Frazier (Dec 27, 2023 09:37 PST)</small> |  |   |  |   |  |        |  |
| DEPT CONTACT & EXT.           |  | Jenny Milo x6712  |  | 12/11/2023  |  | 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, USE IMPORT FILE AND EMAIL EXCEL WORKBOOK TO APINTERFACES AND CAO ANALYST

| S<br>F<br>X | Budget<br>Rollup<br>Code | ORG     | OBJECT | PROJECT STRING                 | GL Project | INCREASE OR<br>DECREASE<br>(INC / DEC) | AMOUNT    | DESCRIPTION (30 CHARACTERS<br>MAX.) |
|-------------|--------------------------|---------|--------|--------------------------------|------------|--|-----------|-------------------------------------|
| 1           | 30600                    | 3000000 | 6040   | 30ADMIN -C60FA                 |            | INC                                    | \$ 46,000 | INC FA SURVEYING EQUIPMENT          |
| 2           | 15V00                    | 1530300 | 7700   |                                |            | DEC                                    | \$ 19,000 | DEC GENERAL FUND CONTINGENCY        |
| 3           | 30R00                    | 3000000 | 7350   | 30ADMIN -C73INTFUND            |            | DEC                                    | \$ 27,000 | DEC SURV ABTMT FOR BOUND SURV       |
| 4           | 06Q00                    | 0640400 | 7200   | 06FACMAINT-C72INTFUND-BLD000   | SUR        | INC                                    | \$ 1,500  | INC FAC INTFUND FOR SURV            |
| 5           | 06400                    | 0640400 | 4197   | 06FACMAINT-C40SERSUP -BLD000   |            | DEC                                    | \$ 1,500  | DEC FAC S&S FOR SURV                |
| 6           | 14Q00                    | 1400000 | 7200   | 14PKOPS -C72INTFUND-14CHILIBAR | SUR        | INC                                    | \$ 10,500 | INC PARKS INTFND FOR BOUND SUR      |
| 7           | 14400                    | 1400000 | 4300   | 14PKOPS -C40SERSUP -14CHILIBAR |            | DEC                                    | \$ 10,500 | DEC PARKS SERSUP FOR BOUND SUR      |
| 8           | 14Q00                    | 1400000 | 7200   | 14HLP -C72INTFUND-14HLP        | SUR        | INC                                    | \$ 15,000 | INC PARKS INTFND FOR BOUND SUR      |
| 9           |                          | 1400000 | 2020   | 14HLP -OPTRSF -14HLP           |            | INC                                    | \$ 15,000 | INC PARKS OPTXF FOR BOUND SUR       |
| 10          | 14O20                    | 1470720 | 7000   |                                |            | INC                                    | \$ 15,000 | INC HLP OPTXF FOR BOUND SUR         |
| 11          | 14V20                    | 1470720 | 7700   |                                |            | DEC                                    | \$ 15,000 | DEC HLP CONTING FOR BOUND SUR       |
| 12          |                          |         |        |                                |            |  |           |                                     |

|   |  |
|---|--|
| <p>_____<br/>JOE HARN, C.P.A. AUDITOR / CONTROLLER      DATE</p> <p>_____<br/>CHIEF ADMINISTRATIVE OFFICE - ANALYST      DATE</p> <p>_____<br/>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>_____<br/>SIGNATURE: CHAIR, BOARD OF SUPERVISORS      DATE</p> <p>_____<br/>ATTEST: CLERK, BOARD OF SUPERVISORS      DATE</p> |
|---|--|

S:\APFORMS\BUDGET TRANSFER 2.XLS

DISTRIBUTION: WHITE - BOS / YELLOW - AUDITOR / PINK - CHIEF ADMINISTRATIVE OFFICE / GOLD - DEPARTMENT












# Surveyor Contingency Transfer Fixed Assets V2


Final Audit Report

2023-12-27

|                 |  |
|-----------------|--|
| Created:        | 2023-12-15                                   |
| By:             | Jenny Milo (Jenny.Milo@edcgov.us)            |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAo5StE9AhAieCVAWqaiiyXfol2L-LkaLy |

## "Surveyor Contingency Transfer Fixed Assets V2" History


-  Document created by Jenny Milo (Jenny.Milo@edcgov.us)  
2023-12-15 - 5:56:50 PM GMT
-  Document emailed to Jeremy Apodaca (jeremy.apodaca@edcgov.us) for approval  
2023-12-15 - 6:01:32 PM GMT
-  Email viewed by Jeremy Apodaca (jeremy.apodaca@edcgov.us)  
2023-12-15 - 6:35:56 PM GMT
-  Document approved by Jeremy Apodaca (jeremy.apodaca@edcgov.us)  
Approval Date: 2023-12-15 - 6:44:04 PM GMT - Time Source: server
-  Document emailed to Kerri Williams (kerri.williams-horn@edcgov.us) for approval  
2023-12-15 - 6:44:06 PM GMT
-  Email viewed by Kerri Williams (kerri.williams-horn@edcgov.us)  
2023-12-15 - 9:16:21 PM GMT
-  Document approved by Kerri Williams (kerri.williams-horn@edcgov.us)  
Approval Date: 2023-12-15 - 9:16:55 PM GMT - Time Source: server
-  Document emailed to Laura Schwartz (laura.schwartz@edcgov.us) for signature  
2023-12-15 - 9:16:57 PM GMT
-  Document e-signed by Laura Schwartz (laura.schwartz@edcgov.us)  
Signature Date: 2023-12-21 - 0:33:35 AM GMT - Time Source: server
-  Document emailed to Sue Hennike (sue.hennike@edcgov.us) for signature  
2023-12-21 - 0:33:37 AM GMT
-  Email viewed by Sue Hennike (sue.hennike@edcgov.us)  
2023-12-21 - 2:52:14 AM GMT

 Email viewed by Sue Hennike (sue.hennike@edcgov.us)


2023-12-27 - 4:45:52 PM GMT

 Document e-signed by Sue Hennike (sue.hennike@edcgov.us)

Signature Date: 2023-12-27 - 4:48:06 PM GMT - Time Source: server

 Document emailed to Brian Frazier (Brian.Frazier@edcgov.us) for signature

2023-12-27 - 4:48:08 PM GMT

 Email viewed by Brian Frazier (Brian.Frazier@edcgov.us)

2023-12-27 - 5:35:49 PM GMT

 Document e-signed by Brian Frazier (Brian.Frazier@edcgov.us)

Signature Date: 2023-12-27 - 5:37:27 PM GMT - Time Source: server

 Agreement completed.

2023-12-27 - 5:37:27 PM GMT