



MEMO SHEET: BUDGET TRANSFER INFORMATION

| | | | |
|------------------|------------------|---|--------------------------|
| Department Name* | CENTRAL SERVICES | Budget Transfer Type: | Transfer 1: BoS Approval |
| Clerk* | JEREMY APODACA | Document total* | \$ 24,000 |
| Contact phone* | X 5838 |  | |

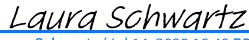
BUDGET TRANSFER HEADER

| | | |
|---|------------------------------|---|
| Prepared date* | 07/14/25 | 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* (10 characters) | ADR | |
|  | | Legistrar Item Number* 25-1294 - 7/29/25 |
| * 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 (Jul 14, 2025 16:40 PDT)

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

The attached budget transfer increases in estimated revenue and appropriations in the Alternative Dispute Resolution special revenue fund to account for higher revenues than budgeted. All revenues received are paid to the Court to fund that month's alternative dispute resolution services.

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) | | | |
| TRANSFER # | | BUDGET TRANSFER REQUEST | | DOCUMENT TOTAL | \$24,000.00 |
| JOURNAL # | | | | NUMBER OF LINES | 2 |
| DATE | | | | NET TOTAL | \$0.00 |
| INPUT BY | | | | | |
| | | | | | |
| TO BE COMPLETED BY DEPARTMENT | | Budget Transfer Type: | Transfer 1: BoS Approval | | |
| DEPT NAME | CENTRAL SERVICES | Legistar Number & Date: | 25-1294 - 7/29/25 | | |
| DEPT CONTACT & EXT. | | JEREMY APODACA | Laura Schwartz <small>Laura Schwartz (Jul 14, 2025 16:40 PDT)</small> | | 7/14/2025 |
| | | | | DEPARTMENT AUTHORIZATION SIGNATURE AND DATE | PAGE 1 OF 1 |
| | | | | DATE | |
| <div><div> JA</div><div>DIRECTIONS:</div><div><div>1. MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT</div><div>2. REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE</div><div>3. IF BUDGET TRANSFER EXCEEDS 12 LINES, EMAIL EXCEL WORKBOOK TO APINTERFACES AND CAO ANALYST</div></div><div> KWH KWH</div></div> | | | | | |

| S F X | Budget Rollup Code | ORG | OBJECT | PROJECT STRING | GL Project | INCREASE OR DECREASE (INC / DEC) | AMOUNT | DESCRIPTION (30 CHARACTERS MAX.) |
|-------------|--------------------------|---------|--------|----------------|------------|--|-----------|-------------------------------------|
| 1 | | 0670715 | 1506 | | | INC | \$ 12,000 | INC ADR COURT FEE REVENUE |
| 2 | 06409 | 0670715 | 4300 | | | INC | \$ 12,000 | INC PROF SVCS ADR |
| 3 | | | | | | | | |
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|---|--|--|--|--|--|--|--|
| <div>_____ JOE HARN, C.P.A. AUDITOR / CONTROLLER</div> <div>_____ CHIEF ADMINISTRATIVE OFFICE - ANALYST</div> <div>_____ CHIEF ADMINISTRATIVE OFFICER</div> | | | | <div>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</div> <div>SIGNATURE: CHAIR, BOARD OF SUPERVISORS</div> <div>ATTEST: CLERK, BOARD OF SUPERVISORS</div> | | | |
| <div>DATE</div> <div>DATE</div> <div>DATE</div> | | | | <div>DATE</div> <div>DATE</div> <div>DATE</div> | | | |



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Master Report

File Number: 25-1294

***File ID #:** 25-1294

Agenda Agenda Item
Type:

Status: Draft

Version: 1

Reference:

Gov Body: Board of
Supervisors

Department: CAO

Created: 07/14/2025

Agenda Title: 07/29/25 - CAO - ADR BT FY24/-25

Final Action:

Title: Chief Administrative Office recommending the Board approve a Fiscal Year 2024-25 budget transfer increasing estimated revenues and appropriations in the Alternative Dispute Resolution special revenue fund in the amount of \$12,000. (4/5 Vote Required)

FUNDING: Alternative Dispute Resolution Special Revenue Fund

Notes:

Agenda Date: 07/29/2025

Agenda Number:

Sponsors:

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Attachments:

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Contact: Laura Schwartz

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Related Files: 22-0787

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 25-1294

Chief Administrative Office recommending the Board approve a Fiscal Year 2024-25 budget transfer increasing estimated revenues and appropriations in the Alternative Dispute Resolution special revenue fund in the amount of \$12,000. (4/5 Vote Required)

FUNDING: Alternative Dispute Resolution Special Revenue Fund

DISCUSSION / BACKGROUND

The County receives a monthly distribution of funding from the Administrative Office of the Courts for the support of dispute resolution programs within the County, pursuant to Business and Professions Code 470.5. The funds are deposited into a Special Revenue Fund and are used for payment of invoices from the El Dorado County Superior Court for the provision of alternative dispute resolution services per Agreement 6563. The actual cost of the services provided by the Court exceeds funding available each month. Therefore, per the Agreement, the Court invoices the County in an amount equal to the revenue received for the month.

In Fiscal Year 2024-25, the total revenue received exceeded the amount projected and budgeted. Consequently, the amount due to the Court also exceeds appropriations. The recommended budget transfer increases estimated revenue based on the projected final payments to be received and increases appropriations to allow for payment of the funds to the Court.

ALTERNATIVES

There are no notable alternatives that would allow for payment of funds per the Agreement.

PRIOR BOARD ACTION

The Board authorized Agreement 6563 on June 28, 2022 (Legistar file #22-0787).

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

[This section is completed by the CAO's Office. This section is required]

FINANCIAL IMPACT

There is no net financial impact. Per the current agreement all dollars deposited into the Special Revenue Fund are passed through to the Court through their monthly invoices. Each invoice is reviewed to ensure that funding provided does not exceed actual costs.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Forward executed budget transfer for processing.

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Laura Schwartz











BT-071425-JA-ADR

Final Audit Report

2025-07-14

| | |
|-----------------|--|
| Created: | 2025-07-14 |
| By: | Jeremy Apodaca (jeremy.apodaca@edcgov.us) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA2IQ5ljs7kKhB9aEerEmSBxh2wHkz-Mte |

"BT-071425-JA-ADR" History

-  Document created by Jeremy Apodaca (jeremy.apodaca@edcgov.us)
2025-07-14 - 6:46:38 PM GMT- IP address: 207.104.47.251
-  Document emailed to Jeremy Apodaca (jeremy.apodaca@edcgov.us) for approval
2025-07-14 - 6:47:26 PM GMT
-  Document approved by Jeremy Apodaca (jeremy.apodaca@edcgov.us)
Approval Date: 2025-07-14 - 6:47:33 PM GMT - Time Source: server- IP address: 207.104.47.251
-  Document emailed to Kerri Williams (kerri.williams-horn@edcgov.us) for approval
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-  Email viewed by Kerri Williams (kerri.williams-horn@edcgov.us)
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-  Document approved by Kerri Williams (kerri.williams-horn@edcgov.us)
Approval Date: 2025-07-14 - 6:49:15 PM GMT - Time Source: server- IP address: 207.104.47.251
-  Document emailed to Laura Schwartz (laura.schwartz@edcgov.us) for signature
2025-07-14 - 6:49:16 PM GMT
-  Email viewed by Laura Schwartz (laura.schwartz@edcgov.us)
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-  Document e-signed by Laura Schwartz (laura.schwartz@edcgov.us)
Signature Date: 2025-07-14 - 11:40:59 PM GMT - Time Source: server- IP address: 207.104.47.251
-  Agreement completed.
2025-07-14 - 11:40:59 PM GMT

