

MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	Planning and Building	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Matthew Wiesner	Document total*	\$ 8,000
Contact phone*	7597		

BUDGET TRANSFER HEADER

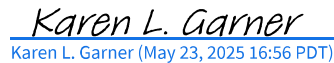
Prepared date*	05/22/25	Check Applicable* <input checked="" type="checkbox"/> One Time (after Adopted Budget) <input type="checkbox"/> Continuing (include in the Adopted Budget)	
Fiscal year	FY 24/25		
Short Description* (10 characters)	INCGRADING		
		Legistar Item Number*	25-1017 06/24/25
* REQUIRED 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.


SL
MM

Authorized signature*




Karen L. Garner (May 23, 2025 16:56 PDT)

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

Planning and Building Department, Building Services, (Building Services) receives the revenue from Time & Materials Development Projects (T&M Projects) due to the work for the permits being completed by Building Services. The FY 2024-25 Budget estimated this revenue at \$3,000, but the revenues received for T&M Projects are higher than budgeted. An additional \$2,000 is projected to be received and the revised budgeted amount will be \$5,000. This budget amendment will allow the additional revenue received to be transferred to Building 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	\$8,000.00
JOURNAL #				NUMBER OF LINES	4
DATE				NET TOTAL	\$0.00
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			
TO BE COMPLETED BY DEPARTMENT					
DEPT NAME	Planning and Building				
		Budget Transfer Type:	Transfer 1: BoS Approval		
		Legistar Number & Date:	25-1017 06/24/25		
DEPT CONTACT & EXT.		Matthew Wiesner x 7597		5/22/2025 PAGE 1 OF 1	
		<u>Karen L. Garner</u> <small>Karen L. Garner (May 23, 2025 16:56 PDT)</small>		DATE	
DEPARTMENT AUTHORIZATION SIGNATURE AND DATE					
<div><div> SL</div><div> MM</div><div>DIRECTIONS:</div><div>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</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	37O15	3770735	7000	N/A		INC	\$ 2,000	FY 24-25 INC OPER XFERS OUT
2		3770735	1412	N/A		INC	\$ 2,000	FY 24-25 INC TIME & MATERIALS
3		3710100	2020	37100000 -37BUDGET		INC	\$ 2,000	FY 24-25 INC OPER XFERS IN
4	37400	3710100	4300	37100000 -37BUDGET		INC	\$ 2,000	FY 24-25 INC PROF SRVS
5								
6								
7								
8								
9								
10								
11								
12								

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

S:\APFORMS\BUDGET TRANSFER 2.XLS

Signature: Stephanie Lisius
Stephanie Lisius (May 22, 2025 15:56 PDT)
Email: stephanie.lisius@edcgov.us

Signature: Becky Morton
Becky Morton (May 23, 2025 13:19 PDT)
Email: becky.morton@edcgov.us












25-1017 T&M Increase Budget Transfer

Final Audit Report

2025-05-23

Created:	2025-05-22
By:	Matthew Wiesner (Matthew.Wiesner@edcgov.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuvXXIR5ZdOju2xZLCuRNYbwPXRJPXLY-

"25-1017 T&M Increase Budget Transfer" History

-  Document created by Matthew Wiesner (Matthew.Wiesner@edcgov.us)
2025-05-22 - 10:37:13 PM GMT- IP address: 207.104.47.251
-  Document emailed to Stephanie Lisius (stephanie.lisius@edcgov.us) for signature
2025-05-22 - 10:38:52 PM GMT
-  Email viewed by Stephanie Lisius (stephanie.lisius@edcgov.us)
2025-05-22 - 10:39:01 PM GMT- IP address: 54.84.186.254
-  Document e-signed by Stephanie Lisius (stephanie.lisius@edcgov.us)
Signature Date: 2025-05-22 - 10:56:54 PM GMT - Time Source: server- IP address: 207.104.47.251
-  Document emailed to Madeleine Morton (becky.morton@edcgov.us) for signature
2025-05-22 - 10:56:56 PM GMT
-  Email viewed by Madeleine Morton (becky.morton@edcgov.us)
2025-05-22 - 10:57:07 PM GMT- IP address: 52.203.51.9
-  Signer Madeleine Morton (becky.morton@edcgov.us) entered name at signing as Becky Morton
2025-05-23 - 8:19:21 PM GMT- IP address: 207.104.47.251
-  Document e-signed by Becky Morton (becky.morton@edcgov.us)
Signature Date: 2025-05-23 - 8:19:23 PM GMT - Time Source: server- IP address: 207.104.47.251
-  Document emailed to Karen Garner (Karen.L.Garner@edcgov.us) for signature
2025-05-23 - 8:19:25 PM GMT
-  Email viewed by Karen Garner (Karen.L.Garner@edcgov.us)
2025-05-23 - 8:19:37 PM GMT- IP address: 34.202.101.188
-  Signer Karen Garner (Karen.L.Garner@edcgov.us) entered name at signing as Karen L. Garner
2025-05-23 - 11:56:34 PM GMT- IP address: 207.104.47.251





Document e-signed by Karen L. Garner (Karen.L.Garner@edcgov.us)

Signature Date: 2025-05-23 - 11:56:36 PM GMT - Time Source: server- IP address: 207.104.47.251



Agreement completed.

2025-05-23 - 11:56:36 PM GMT

