

**MEMO SHEET: BUDGET TRANSFER INFORMATION**

Department Name*	Library	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Laura Belko	Document total*	\$ 140,000
Contact phone*	x5544		

**BUDGET TRANSFER HEADER**

Prepared date*	07/17/24	Check Applicable*	<input checked="" type="checkbox"/> One Time (after Adopted Budget)
Fiscal year	24/25		<input type="checkbox"/> Continuing (include in the Adopted Budget)
Short Description* <small>(10 characters)</small>	LIB BT FA	Legistar Item Number*	24-1295 8/13/24
* REQUIRED FIELDS		Project Strings Required:	No

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 attached document transfers appropriations from the Placerville countywide special revenue fund to the Library general fund budget Fixed Assets Vehicle to allow the purchase of an electric bookmobile.

There is an increase to the budgeted fixed asset amount for the bookmobile being purchased to include title and registration, sales tax, shipping, and vehicle diagnostic package for a total of \$35,000. The cost has increased from the prior fixed asset approval and therefore additional approval is needed.

**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 **\$140,000.00**

TRANSFER #

NUMBER OF LINES **4**

JOURNAL #

NET TOTAL **\$0.00**

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

TO BE COMPLETED BY DEPARTMENT

Budget Transfer Type: Transfer 1: BoS Approval

DEPT NAME Library

Legistar Number & Date: 24-1295 8/13/24

DEPT CONTACT & EXT. Bryce Lovell x5546

DEPARTMENT AUTHORIZATION SIGNATURE AND DATE

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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	43600	4300000	6045			INC	\$ 35,000	INC FA VEHICLE FOR ELEC BKM
2		4300000	2020			INC	\$ 35,000	INC OP XFR IN FOR ELEC BKM
3		4370707	7000			INC	\$ 35,000	INC OP XFR OUT PVL LIB CWSR
4		4370707	7700			DEC	\$ 35,000	DEC CONTINGENCY PVL LIB CWSR
5								
6								
7								
8								
9								
10								
11								
12								

\_\_\_\_\_  
JOE HARN, C.P.A. AUDITOR / CONTROLLER DATE

\_\_\_\_\_  
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 DATE

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

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