



**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>\$ 8,000</b>                 |
| <b>Contact phone*</b>   | x6712      |                              |                                 |

**BUDGET TRANSFER HEADER**

|   |            |  |                    |   |   |
|---|------------|--|--------------------|---|---|
| <b>Prepared date*</b>                                       | 02/06/24   | <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>Registrar Item Number*</b>  | 24-0315 02/27/2024 | <br>JA |  |
| <b>* REQUIRED FIELDS</b>                                    |            | <b>Project Strings Required*</b>   |                    |   |   |

**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\***

  
 Brian Frazier (Feb 9, 2024 14:33 PST)


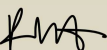

**BUDGET TRANSFER JUSTIFICATION AND DESCRIPTION\*** (will be scanned into FENIX TCM)

The attached document transfers appropriations from Salary and Benefits to Fixed Assets within the Surveyor's budget to allow the purchase of surveying accessories, which will allow the department to keep services in-house.

The equipment being purchased was competitively bid and awarded through County Bid #24-305-025. The awarded vendor for the new surveying equipment has failed to fulfill the order, so the purchase will be made with the second-place vendor. 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 )  |                          |   |                   |
| TRANSFER #                    |          | <b>BUDGET TRANSFER REQUEST</b>   |                          | DOCUMENT TOTAL  | <b>\$8,000.00</b> |
| JOURNAL #                     |          | BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR<br>FIXED ASSETS REQUIRES BOS APPROVAL<br><br>BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN<br>CLASSIFICATIONS REQUIRES CAO APPROVAL |                          | NUMBER OF LINES   | <b>2</b>          |
| DATE                          |          |  |                          | NET TOTAL   | <b>\$0.00</b>     |
| INPUT BY                      |          |  |                          |   |                   |
| TO BE COMPLETED BY DEPARTMENT |          | Budget Transfer Type:  | Transfer 1: BoS Approval |   |                   |
| DEPT NAME                     | Surveyor | Legistar Number & Date:  | 24-0315 02/27/2024       |   |                   |
| DEPT CONTACT & EXT.           |          | <br><small>Brian Frazier (Feb 27, 2024 14:33 PST)</small>  |                          | 2/6/2024  | 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<br>(30 CHARACTERS<br>MAX.) |
|-------------|--------------------------|---------|--------|--------------------|------------|--|----------|--|
| 1           | 30600                    | 3000000 | 6040   | 30ADMIN -C60FA     |            | INC                                    | \$ 4,000 | INC FA SURV EQUIP                      |
| 2           | 30300                    | 3000000 | 3000   | 30ADMIN -C30SALBEN |            | DEC                                    | \$ 4,000 | DEC SAL/BEN SURV EQUIP                 |
| 3           |                          |         |        |                    |            |  |          |  |
| 4           |                          |         |        |                    |            |  |          |  |
| 5           |                          |         |        |                    |            |  |          |  |
| 6           |                          |         |        |                    |            |  |          |  |
| 7           |                          |         |        |                    |            |  |          |  |
| 8           |                          |         |        |                    |            |  |          |  |
| 9           |                          |         |        |                    |            |  |          |  |
| 10          |                          |         |        |                    |            |  |          |  |
| 11          |                          |         |        |                    |            |  |          |  |
| 12          |                          |         |        |                    |            |  |          |  |

|  |  |
|--|--|
| <p>_____</p> <p style="text-align: center;">JOE HARN, C.P.A. AUDITOR / CONTROLLER      DATE</p> <p>_____</p> <p style="text-align: center;">CHIEF ADMINISTRATIVE OFFICE - ANALYST      DATE</p> <p>_____</p> <p style="text-align: center;">CHIEF ADMINISTRATIVE OFFICER      DATE</p> | <p style="text-align: center;">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>_____</p> <p style="text-align: center;">SIGNATURE: CHAIR, BOARD OF SUPERVISORS      DATE</p> <p>_____</p> <p style="text-align: center;">ATTEST: CLERK, BOARD OF SUPERVISORS      DATE</p> |
|--|--|











# Surveyor Budget Transfer -Additional Fixed Assets V2

Final Audit Report

2024-02-09

|                 |  |
|-----------------|--|
| Created:        | 2024-02-09                                   |
| By:             | Jenny Milo (Jenny.Milo@edcgov.us)            |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAaFnMqpUf4eGBLxDq0wf65p6cqSDPMZ2_ |

## "Surveyor Budget Transfer -Additional Fixed Assets V2" History

-  Document created by Jenny Milo (Jenny.Milo@edcgov.us)  
2024-02-09 - 9:58:49 PM GMT
-  Document emailed to Jeremy Apodaca (jeremy.apodaca@edcgov.us) for approval  
2024-02-09 - 10:00:06 PM GMT
-  Email viewed by Jeremy Apodaca (jeremy.apodaca@edcgov.us)  
2024-02-09 - 10:25:11 PM GMT
-  Document approved by Jeremy Apodaca (jeremy.apodaca@edcgov.us)  
Approval Date: 2024-02-09 - 10:25:24 PM GMT - Time Source: server
-  Document emailed to Kerri Williams (kerri.williams-horn@edcgov.us) for approval  
2024-02-09 - 10:25:25 PM GMT
-  Email viewed by Kerri Williams (kerri.williams-horn@edcgov.us)  
2024-02-09 - 10:32:57 PM GMT
-  Document approved by Kerri Williams (kerri.williams-horn@edcgov.us)  
Approval Date: 2024-02-09 - 10:33:14 PM GMT - Time Source: server
-  Document emailed to Brian Frazier (Brian.Frazier@edcgov.us) for signature  
2024-02-09 - 10:33:16 PM GMT
-  Email viewed by Brian Frazier (Brian.Frazier@edcgov.us)  
2024-02-09 - 10:33:37 PM GMT
-  Document e-signed by Brian Frazier (Brian.Frazier@edcgov.us)  
Signature Date: 2024-02-09 - 10:33:55 PM GMT - Time Source: server

✔ Agreement completed.

2024-02-09 - 10:33:55 PM GMT