

**MEMO SHEET: BUDGET TRANSFER INFORMATION**

<b>Department Name*</b>	Chief Administrative Office, Airport Division	<b>Budget Transfer Type:</b>	<b>Transfer 1: BoS Approval</b>
<b>Clerk*</b>	Stephanie Lisius	<b>Document total*</b>	<b>\$ 530,748</b>
<b>Contact phone*</b>	5851		

**BUDGET TRANSFER HEADER**

<b>Prepared date*</b>	10/21/24	<b>Check Applicable*</b>	<input checked="" type="checkbox"/> One Time (after Adopted Budget)
<b>Fiscal year</b>	24/25		<input type="checkbox"/> Continuing (include in the Adopted Budget)
<b>Short Description*</b> <small>(10 characters)</small>	AIPCHNG		
		<b>Registrar Item Number*</b>	24-1891, 11/05/2024
<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.

**Authorized signature\***

<u>Laura Schwartz</u> <small>Laura Schwartz (Oct 22, 2024 09:01 PDT)</small>	<u>Rafael Martine</u> <small>Rafael Martine (Oct 24, 2024 09:27 PDT)</small>	<u>Sue Hennike</u> <small>Sue Hennike (Oct 25, 2024 12:30 PDT)</small>
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**BUDGET TRANSFER JUSTIFICATION AND DESCRIPTION\* (will be scanned into FENIX TCM)**

Chief Administrative Office, Airports Division is requesting a budget transfer adjust revenue and expenses related to the Airport Capital Improvement Program (AIP), as well as increasing appropriations for construction contracts and professional services offset by increases to State and Federal revenues.

The United States Forest Service utilized the Placerville Airport during the Mosquito fire and there was some damage to the pavement and runway lights as a result. This budget transfer increases the amount budgeted to complete that work. Additionally, the Placerville Airport is requesting to increase the professional services budget by \$50,000 to complete hangar appraisals and a rent rate study. These increases will be offset by increases to State and Federal revenues from the Mosquito and Crozier fires. There are several small changes to the AIP orgs with increases and decreases as needed to accurately reflect the projected fiscal year 2024/25 work plan.

<u>Becky Morton</u> <small>Becky Morton (Oct 22, 2024 08:47 PDT)</small>	<u>Jennifer Franich</u> <small>Jennifer Franich (Oct 22, 2024 08:50 PDT)</small>
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**FOR AUDITOR'S OFFICE USE ONLY**

Audit date:	_____	Budget Transfer number:	_____
Audited by:	_____	Interfaced by:	_____
		Processed on:	_____

<b>AUDITOR / CONTROLLER'S USE</b>		EL DORADO COUNTY APPROPRIATION TRANSFER ( 29125 GOV. CODE )		<b>BUDGET TRANSFER REQUEST</b>		DOCUMENT TOTAL	<b>\$0.00</b>
TRANSFER #		<b>BUDGET TRANSFER #1 - INCREASING TOTAL APPROPRIATIONS, REVENUES, OR FIXED ASSETS REQUIRES BOS APPROVAL</b>  <b>BUDGET TRANSFER #2 - MOVING APPROPRIATIONS or REVENUE BETWEEN CLASSIFICATIONS REQUIRES CAO APPROVAL</b>				NUMBER OF LINES	<b>0</b>
JOURNAL #						NET TOTAL	<b>\$0.00</b>
DATE						<b>Budget Transfer Type:</b> Transfer 1: BoS Approval <b>Legistar Number &amp; Date:</b> 24-1891, 11/05/2024	
INPUT BY							
<b>TO BE COMPLETED BY DEPARTMENT</b>						<b>10/21/2024</b> <b>PAGE 1 OF 1</b> <small>DATE</small>	
DEPT NAME	Chief Administrative Office, Airport Division						
DEPT CONTACT & EXT.	Stephanie Lisius X 5851	<u>Laura Schwartz</u> <small>laura Schwartz (Oct 22, 2024 09:01 PDT)</small>		<u>Rafael Martinez</u> <small>Rafael Martinez (Oct 24, 2024 09:27 PDT)</small>			
				<small>DEPARTMENT AUTHORIZATION SIGNATURE AND DATE</small>			

**DIRECTIONS:**

1. MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT Sue Hennike  
Sue Hennike (Oct 25, 2024 12:30 PDT)
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				SEE IMPORT FILE				
2								
3								
4								
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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;"><b>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</b></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>
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S:\APFORMS\BUDGET TRANSFER 2.XLS

Sue Hennike  
Sue Hennike (Oct 25, 2024 12:30 PDT)

Laura Schwartz  
Laura Schwartz (Oct 22, 2024 09:01 PDT)

Rafael Martine  
Rafael Martine (Oct 24, 2024 09:27 PDT)

Document Total \$ 530,748.00 # of Lines 24

Net Total \$

- Department Head Signature:

Trsf Type	Ref3 Always T	Tsfr Number	Org	Object	Project	Type (E or F)	Project Account	Description	Debit or Credit (D or C)	Amount
B	T		3540415	0904			35400015 -35BUDGET	INC: ST: CAL TRANS	C	\$ 2,906.00
B	T		3540415	1100			35400015 -35BUDGET	DEC: FED: OTHER	D	\$ 630.00
B	T		3540415	2020			35400015 -35BUDGET	DEC: OPRNG TRSFR IN	D	\$ 5,131.00
B	T		3540415	4300			35400015 -35BUDGET	DEC: PROFESSIONAL & SPECIAL SR	C	\$ 44,551.00
B	T		3540415	5300			35400015 -35BUDGET	DEC: INTRFND: SRV BETWEEN FND	C	\$ 2,000.00
B	T		3540415	6021			35400015 -35BUDGET	INC: FA: DESIGN SERVICES	D	\$ 43,696.00
B	T		3540415	6100			35400015 -35BUDGET	DEC: FA: CAPITALIZED BLDG/IMPR	C	\$ 43,696.00
B	T		3540415	7801			35400015 -35BUDGET	INC: DSIGNATN OF FUND BALANCE	D	\$ 43,696.00
B	T		3540425	0904			35400025 -35BUDGET	DEC: ST: CAL TRANS	D	\$ 4.00
B	T		3540425	1100			35400025 -35BUDGET	DEC: FED: OTHER	D	\$ 90,445.00
B	T		3540425	2020			35400025 -35BUDGET	INC: OPRNG TRSFR IN	C	\$ 333.00
B	T		3540425	4300			35400025 -35BUDGET	DEC: PROFESSIONAL & SPECIAL SR	C	\$ 71,562.00
B	T		3540425	5300			35400025 -35BUDGET	DEC: INTRFND: SRV BETWEEN FND	C	\$ 2,000.00
B	T		3540425	6021			35400025 -35BUDGET	DEC: FA: DESIGN SERVICES	C	\$ 16,554.00
B	T		3540425	6100			35400025 -35BUDGET	INC: FA: CAPITALIZED BLDG/IMPR	D	\$ 18,554.00
B	T		3540425	7801			35400025 -35BUDGET	DEC: DSIGNATN OF FUND BALANCE	C	\$ 18,554.00
B	T		1550500	7000				DEC OPERATING XFER OUT GF	C	\$ 4,798.00
B	T		1530300	7700				INC CONTINGENCY GF	D	\$ 4,798.00
B	T		3620200	1800			36200ENG -36BUDGET -36REV -36GENERAL	DEC INTERFUND XFER IN	D	\$ 4,000.00
B	T		3620200	1745			36200ENG -36BUDGET -36REV -36GENERAL	INC PUBLIC UTILITY INSP	C	\$ 4,000.00
B	T		3540410	4302			35400020 -35BUDGET	INC CONST CONT MOSQ FIRE	D	\$ 4,420.00
B	T		3540410	4300			35400020 -35BUDGET	INC PROF SERVICES	D	\$ 50,000.00
B	T		3540410	1054			35400020 -35BUDGET -35ADMIN	INC FED USFS MOSQ FIRE	C	\$ 2,300.00
B	T		3540410	0880			35400020 -35BUDGET -35ADMIN	INC STATE OTHER CROZIER	C	\$ 52,120.00
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