

AUDITOR / CONTROLLER'S USE	
TRANSFER #	
JOURNAL #	
DATE	
INPUT BY	
TO BE COMPLETED BY DEPARTMENT	
DEPT NAME	Recorder-Clerk
DEPT CONTACT & EXT.	Catrina Christensen x5493

# BUDGET TRANSFER REQUEST

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

DOCUMENT TOTAL	\$2,408,348.00
NUMBER OF LINES	10
NET TOTAL	\$0.00
4/3/2026	
PAGE 1 OF 1	

Budget Transfer Type: Transfer 1: BoS Approval  
 Legistar Number & Date: 26-0634 4/21/2026

*Alisa [Signature]* 4/8/2026  
 DEPARTMENT AUTHORIZATION SIGNATURE AND DATE

**DIRECTIONS:**

- MEMO REQUIRED, IF BOS, INCLUDE A COPY OF THE LEGISTAR MASTER REPORT
- REMOVE THE GREEN COPY AND SUBMIT COMPLETED REQUEST TO THE CHIEF ADMINISTRATIVE OFFICE
- 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	18V01	1870701	7700			DEC ✓ \$	84,691	Computer SRF - Imaging Project
2	18V05	1870705	7700			DEC ✓ \$	451,179	SSN Trunc SRF - Imaging Proj
3	18V03	1870703	7700			DEC ✓ \$	66,217	Vital Stat SRF - Imaging Proj
4	18O01	1870701	7000			INC ✓ \$	84,691	Xfer out Comp SRF - Img Proj
5	18O05	1870705	7000			INC ✓ \$	451,179	Xfer out SSN Trunc SRF-Img Prj
6	18V03	1870703	7000			INC ✓ \$	66,217	Xfer out Vital Stat - Img Proj
7		1800000	2028			INC ✓ \$	84,691	Computer SRF - Imaging Project
8		1800000	2020			INC ✓ \$	451,179	SSN Trunc SRF - Imaging Proj
9		1800000	2030			INC ✓ \$	66,217	Vital Stat SRF - Imaging Proj
10	18400	1800000	4300			INC ✓ \$	602,087	Approp Professional Services
11								
12								

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

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

\_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICE - ANALYST      DATE

\_\_\_\_\_  
 CHIEF ADMINISTRATIVE OFFICER      DATE

\_\_\_\_\_  
 SIGNATURE: CHAIR, BOARD OF SUPERVISORS      DATE

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

**MEMO SHEET: BUDGET TRANSFER INFORMATION**

<b>Department Name*</b>	Recorder-Clerk	<b>Budget Transfer Type:</b>	<b>Transfer 1: BoS Approval</b>
<b>Clerk*</b>	Catrina Christensen	<b>Document total*</b>	<b>\$ 2,408,348</b>
<b>Contact phone*</b>	5493		

**BUDGET TRANSFER HEADER**

<b>Prepared date*</b>	04/03/26	<b>Check Applicable*</b>	<input type="checkbox"/> One Time (after Adopted Budget)
<b>Fiscal year</b>	25-26		<input type="checkbox"/> Continuing (include in the Adopted Budget)
<b>Short Description*</b> <small>(10 characters)</small>	Image Prj		
		<b>Legistrar Item Number*</b>	26-0634 4/21/2026
<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\***

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

Recorder-Clerk recommends the Board authorize Contract 10222 with US Imaging, Inc. for scanning and imaging services of Official and Vital Records from 1850 to 1981.

This contract is the first step in our efforts to get all our records digitized and incorporated into our recording system, Tyler Eagle Recorder. This will allow ease of access of older records for the public, county departments, local outside agencies, and our staff.

The attached budget transfer, increases revenue appropriations in the Recorder-Clerk budget by \$602,087 for Fiscal Year 2025-26. The Recorder-Clerk designated the use of Social Security Truncation funds at \$451,179, Modernization funds at \$84,691, and Vital Statistics funds at \$66,217.

**FOR AUDITOR'S OFFICE USE ONLY**

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