

AUDITOR / CONTROLLER'S USE

EL DORADO COUNTY APPROPRIATION TRANSFER (29125 GOV. CODE)

BUDGET TRANSFER REQUEST

TRANSFER # _____
 JOURNAL # _____
 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

DOCUMENT TOTAL	\$20,000.00
NUMBER OF LINES	2
NET TOTAL	\$0.00

TO BE COMPLETED BY DEPARTMENT
 DEPT NAME: CAO & HR

Budget Transfer Type: Transfer 1: BoS Approval

Legistar Number & Date:

DEPT CONTACT & EXT. Alison Winter x6765

[Signature]
 DEPARTMENT AUTHORIZATION SIGNATURE AND DATE

12/23/2024 PAGE 1 OF 1
 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	08400	0800000	4300			INC	\$ 10,000	INC PROF SVCS WLNSS REPLENISH
2	15400	1540400	4501			DEC	\$ 10,000	DEC SPCL PROJ WLNSS REPLENISH
3								
4								
5								
6								
7								
8								
9								
10								
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

[Signature] 1/14/25
 CHIEF ADMINISTRATIVE OFFICER DATE

 SIGNATURE: CHAIR, BOARD OF SUPERVISORS DATE

 ATTEST: CLERK, BOARD OF SUPERVISORS DATE

MEMO SHEET: BUDGET TRANSFER INFORMATION

Department Name*	CAO & HR	Budget Transfer Type:	Transfer 1: BoS Approval
Clerk*	Alison Winter	Document total*	\$ 20,000
Contact phone*	530-621-6765		

BUDGET TRANSFER HEADER

Prepared date*	12/23/24	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* <small>(10 characters)</small>	WLSS REPL	
	Legistar Item Number*	0
* 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)

This budget transfer is moving \$10,000 of Non-Departmental General Fund to the Human Resources Department to allow for payment of health and wellness program expenses.

FOR AUDITOR'S OFFICE USE ONLY

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



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Master Report

File Number: 25-0182

*File ID #: 25-0182

Agenda Item
Type:

Status: Approval Pending

Version: 1

Reference:

Gov Body: Board of Supervisors

Created: 01/10/2025

Agenda Title: 01/28/25 - CAO & HR Wellness Fund BTR

Final Action:

Title: Chief Administrative Office and Human Resources Department recommending the Board:

- 1) Approve the use of General Fund in the amount of \$10,000 for the replenishment of the Employee Wellness Fund that is used for fitness classes and the annual Employee Appreciation Luncheon; and
- 2) Approve and authorize the Chair to sign Fiscal Year (FY) 2024-25 budget transfer moving \$10,000 from Special Projects in the Non-Departmental General Fund to the Human Resources Department's wellness fund.

FUNDING: General Fund

Notes:

Sponsors: ::

Attachments: ::

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Contact: Alison Winter ::

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File 25-0182

Chief Administrative Office and Human Resources Department recommending the Board:

- 1) Approve the use of General Fund in the amount of \$10,000 for the replenishment of the Employee Wellness Fund that is used for fitness classes and the annual Employee Appreciation Luncheon; and
- 2) Approve and authorize the Chair to sign Fiscal Year (FY) 2024-25 budget transfer moving \$10,000 from Special Projects in the Non-Departmental General Fund to the

Human Resources Department's wellness fund.

FUNDING: General Fund

DISCUSSION / BACKGROUND

Wellness funds are used to support employee health and wellness initiatives. Such initiatives include employee appreciation lunches, prizes or gift cards not to exceed \$50 for participating and/or winning county-wide employee activities and/or contests for the purpose of enhancing morale and employee satisfaction. As part of our health and wellness program, exercise classes and other wellness-related activities are offered at no cost to employees as part of the County's employee wellness initiatives. It is noted that the County occasionally receives funding from our health insurance providers as a means to encourage the above activities. Those funds are utilized first, however, they are not always sufficient to cover all of the costs associated with our health and wellness program.

Human Resources reached out to the Chief Administrative Office to help identify funding in the amount of \$10,000 to cover expenses in the wellness fund. The funds received from our health insurance providers have been depleted and it is unknown when additional funds will be received. This transfer of General Fund will allow for the health and wellness program to continue to operate while waiting for the additional health insurance funds to be received. Human Resources will also be bringing a Board item this year to establish a Staff Appreciation Policy and request an annual allotment of General Fund for the health and wellness program.

ALTERNATIVES

The Board could choose not to use General Fund for the replenishment of the Employee Wellness Fund and not approve this budget transfer.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

FINANCIAL IMPACT

The General Fund cost will be \$10,000 to allow for the continuation of the health and wellness program until health insurance provider funds are received.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Workforce Excellence

Priority: Enhance Employee Retention

Action Item: Attract and retain the best employees by providing competitive compensation, training, and advancement opportunities, and creating a positive and

thriving culture.

CONTACT

Alison Winter, Principal Management Analyst