



EL DORADO COUNTY  
CHIEF ADMINISTRATIVE OFFICE

**MEMO**

---

**Date:** July 22, 2019

**To:** Members, Board of Supervisors

**From:** Don Ashton, Chief Administrative Officer

**cc:** Joe Harn, Auditor-Controller

**Subject:** Correction Regarding Executed Budget Transfer

---

On June 11, 2019, your Board took action on Legistar Item #19-0228, approving the FEMA Latrobe Washout Project and a related budget transfer.

My office recently identified that a budget transfer document that was not part of the subject action, and which was ultimately not intended to be used, was inadvertently routed by staff for signature and recorded in the financial system. This incorrect budget transfer was also posted to Legistar as part of the official record of this item.

I am sending you this memo to notify you of this error and to identify the corrective action that will be taken. Considering the correct budget transfer was attached to the Legistar item and approved by the Board, no further Board action is necessary to approve the project and the correct budget transfer. However, the approved budget transfer will now be routed for signature and will need to be posted to the financial system by the Auditor's Office, and the incorrect budget transfer will need to be corrected in the financial system. My office may recommend further Board action in order to reverse this incorrect budget transfer, in order to be ultimately transparent. Additionally, because this incorrect budget transfer is now included in Legistar as part of the official record, I am recommending that the Legistar record remain, and that this memo and any further written items related to this item also be posted to the Legistar record. Again, I believe this creates a complete record of the correct transfer and subsequent actions taken.

Lastly, my office will be developing a formal budget transfer policy to help ensure that this type of error does not happen again in the future, recognizing that other areas of the approval and record keeping process did not work as expected. Therefore, we will also be reviewing those related processes and may recommend additional changes to current County procedures.

Please let me know if you have any questions or would like to discuss further.