RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes _ No X)
Request approval of intrabudget transfer from acct #700-0305-573-0433 (Outside Labor) to acct #700-0305-573-0460 (Utilities) in the amount of $6000. This is necessary to cover the estimated expenditures for the remaining fiscal year due to increased utility costs.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously approved intrabudget transfers.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>(X) Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY&gt;</td>
<td>$ __________</td>
</tr>
<tr>
<td>B. Total anticipated Costs&gt;</td>
<td>$ __________</td>
</tr>
<tr>
<td>C. Required additional funding&gt;</td>
<td>$ __________</td>
</tr>
<tr>
<td>D. Internal transfers&gt;</td>
<td>$ 4,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>( ) 4/5th Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues&gt;</td>
<td>$ __________</td>
</tr>
<tr>
<td>B. Reserve for contingencies&gt;</td>
<td>$ __________</td>
</tr>
<tr>
<td>C. Source description: &gt;</td>
<td></td>
</tr>
</tbody>
</table>

Balance in Reserve Contingencies, If Approved:
$ __________

SPECIAL INSTRUCTIONS:

CLERK’S USE ONLY
Res. No.: 91-12
Vote - Ayes: 5
Noes: __________
Absent: ________ Abstained: ________

Approved ☐ Denied ☐
Minute Order Attached ☐ No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date:

ATTEST: ____________________________
MARGIE WILLIAMS, Clerk of the Board
By: ____________________________
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:

This item on agenda as:

______ Recommended
______ Not Recommended
______ For Policy Determination
______ Submitted for Comment
______ Returned for Further Action

Comment: ____________________________

A.O. Initials: __________________

List the attachments and number the pages consecutively:

1. Resolution of Intention (2 pages)
2. Staff Report (4 pages)
3. Vicinity Map
4. Zone of Benefit Map
**INTRABUDGET TRANSFER**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>0305</td>
<td>573-0460</td>
<td>Utilities</td>
<td></td>
<td>6,000</td>
<td></td>
</tr>
<tr>
<td>700</td>
<td>0305</td>
<td>573.0433</td>
<td>Outside Labor</td>
<td></td>
<td></td>
<td>6,000</td>
</tr>
</tbody>
</table>

**TOTALS:**

<table>
<thead>
<tr>
<th></th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6,000</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Explanation: See attached

This form is used to transfer amounts within categories (salaries to salaries or services to services) within a budget unit. This can be done at the department level unless the amount exceeds $1,000 in any one line item. Any changes between categories or increases/decreases in the total amount of the budget must be approved by the Board of Supervisors on a Budget Action Form.

DEPT. HEAD SIGNATURE: 

AUDITOR'S USE ONLY

Period: 
Year: 
BA#