DEPARTMENT: Public Works  
By: James J. Petropulos  
Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes _ No X)

Approve the Intrabudget Transfer of $2,000.00 to allow for proper allocation of funds for employee drug testing in the Roads budget. Allocation originally budgeted in office SD/Services (0436).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves intrabudget transfers to adjust for shortfalls and/or savings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve, it will be necessary to continue paying for drug testing out of account 0436, which will give us an inaccurate breakdown of spending.

COSTS:  ( ) Not Applicable
A. Budgeted current FY> $___________
B. Total anticipated Costs> $___________
C. Required additional funding> $___________
D. Internal transfers> $ 2,000.00

SOURCE:  ( ) 4/5th Vote Required
A. Unanticipated revenues> $___________
B. Reserve for contingencies> $___________
C. Source description: >

Balance in Reserve Contingencies, If Approved:
$___________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Intrabudget Transfer

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

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

Comment: __________________________

C.A.O. Initials: __________________

CLERK’S USE ONLY

Res. No.: #312  
Ord. No.: ______
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
**INTRABUDGET TRANSFER**

**DEPARTMENT:** Roads  
**DATE:** 11/08/01

<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>300</td>
<td>0301</td>
<td>581-0414</td>
<td>Lab Services</td>
<td></td>
<td>2,000.00</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0436</td>
<td>SD/Services</td>
<td></td>
<td></td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**TOTALS:** 2,000.00  2,000.00

**Explanation:** To allow for employee drug testing originally allocated in account 0436.

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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#**

**AUDITOR SIGNATURE:**