RESOLUTION - ACTION REQUESTED 2017-531

MEETING: August 8, 2017

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Budget Action Transferring Budgeted Funds from the Contingency Line to Expense Line Budget

RECOMMENDATION AND JUSTIFICATION:
Approve a Budget Action Totaling $60,000 for Fiscal Year 2016-17 Transferring Funds Within the Human Services 410-0437 Budget to Account for Expenses Unknown Until the End of the Fiscal Year.

Expenses in fund 410-0437 Purchased Services exceeded the existing budgeted amount. During the initial FY16/17 budgeting process, contingency funds were set aside in this fund to cover any expenses unknown until the end of the year. Approval of this budget action will allow expenses incurred in FY16/17 to be paid.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
In the normal course of business, the Department must request Budget Actions to balance the various Human Services funds.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If this budget action is not approved, the Human Services Department will be unable to pay expenses and balance the budget in fund 410-0437 for FY16-17.

FINANCIAL IMPACT:
The attached budget action decreases the contingency budget and increases the Purchased Services expense line budget in fund 410-0437 to pay expenses incurred in fiscal year 2016-17. Contingency funds were set aside in this fund to cover any expenses unknown until the end of the year. There is no impact to the County General Fund.

ATTACHMENTS:
Budget Action 410-0437 contingency to 04-37 (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Miles Menetrey, District V Supervisor
AYES: Rosemarie Smallcombe, Marshall Long, Kevin Cann, Miles Menetrey
EXCUSED: Merlin Jones
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>410</td>
<td>0437</td>
<td>670.04-37</td>
<td>PURCHASED SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>0437</td>
<td>670.10-90</td>
<td>Contingency Appropriation</td>
<td>$60,000</td>
<td></td>
<td>$60,000</td>
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To move unused contingency budget to cover 04-37 expenses

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<th>$60,000</th>
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**TOTAL**

**TRANSFER BETWEEN FUNDS**

<p>| | | | | | | |</p>
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**TOTALS**

**$0**

**ACTION REQUESTED:** (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:**

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**DEPT HEAD SIGNATURE**

[Signature]

**DATE**

7/25/17

**APPROVED BY RES NO.**

17-531

**CLERK**

[Signature]

**DATE**

8/18/17

**AUDITOR’S USE ONLY**

BA #

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Budget Revision Form Revised 11/95