DEPARTMENT: Public Works
By: Marty Allan
Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X__)

Authorize Public Works to transfer funds ($3,700) from Service and Supplies, Professional Services Construction, Line 0419, to Fixed Assets, Computer, Line 0677 in the amount of $3,700 to reverse part of the mid-year adjustment. The Junior Engineer position was filled prior to expectation and requires a computer and printer.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely authorizes transfers between categories.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A

COSTS: ( ) Not Applicable
A. Budgeted current FY> $ 15,400
B. Total anticipated Costs> $ 19,100
C. Required additional funding> $ 3,700
D. Internal transfers> $ 3,700

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

Balance in Reserve Contingencies, If Approved:
$____________

SPECIAL INSTRUCTIONS:

CLERK’S USE ONLY
Res. No.: R-181 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

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: _____________________
**BUDGET ACTION FORM**

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<th>FUND</th>
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<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<th>DECREASE</th>
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<td>0301</td>
<td>581-0419</td>
<td>Road Prof. Service Construction</td>
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<td>581-0677</td>
<td>F.A. Computers</td>
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**GENERAL CONTINGENCY**

**TRANSFER BETWEEN FUNDS**

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<td>414-1090</td>
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**TOTAL**

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<td>3,700</td>
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**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:** See attached Board item.

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**DEPT HEAD SIGNATURE** [Signature]

**DATE** 4/1/99

**APPROVED BY RES NO.** [Signature] [Name]

**DATE** 4/2/99

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**Roads**

**AUDITOR'S USE ONLY**

**BA#**