

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>	\$ <u>2,000.00</u>

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

CLERK'S USE ONLY

Res. No.: 01-312 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

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: JA

# INTRABUDGET TRANSFER

DEPARTMENT: Roads

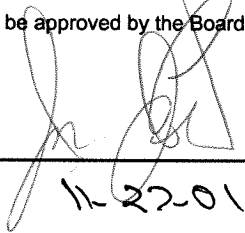
DATE: 11/08/01

WHOLE DOLLARS ONLY

FUND	DEPT	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
300	0301	581-0414	Lab Services		2,000. <del>00</del>	
300	0301	581-0436	SD/Services			2,000. <del>00</del>
TOTALS:					2,000. <del>00</del>	2,000. <del>00</del>

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

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:   
*Road 01-312 11-22-01 mwb*

**AUDITOR'S USE ONLY**

Period:                      Year:

BA#

AUDITOR SIGNATURE: \_\_\_\_\_