COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: July 17, 2007
Submiting Department(s):
Department of Finance

BRIEF SUBJECT/ISSUE DESCRIPTION:
To approve budget transfers requiring consent approval

Contact: Don Santoro
Phone: 934-6742

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Attatchments

LEGAL/PERSOONEL/FISCAL

☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution
☐ County Counsel
☐ Personnel
☐ Finance
☐ County Administrative Office

Required _____ Minutes

☐ Business – No  ☒ Consent
☐ Correspondence  ☐ Reports & Notices

AFFECTED DEPARTMENT(S)
Various departments

☐ Other:

RECOMMENDED ACTION/MOTION:
Approve the following budget transfers requiring consent approval: #5240

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ State  ☐ Federal

□ General Fund Impact
□ Other: ______
□ Budgeted
□ Transfer Attached
□ 4/5ths Vote Required
□ Contingency Request

CONTRACTS, LEASES & AGREEMENTS

□ New  ☐ Renewal
□ Amendment  ☐ Insurance Certificate
□ Contract Report

Date of Original Contract:
Contract:
Contract No.:
Fiscal Year:

REVIEWED BY (if applicable):

Personnel Director

Department of Finance

CC:

County Administrative Officer
COUNTY OF GLENN
BOARD REPORT

Submitted by Glenn County Human Resource Agency
Social Services Division.

EXECUTIVE SUMMARY

This transfer request does not involve County General Funds. This transfer will move funds
within the Board approved Human Resource Agency (HRA) /Social Services Division’s
Administrative FY 06/07 budget. Funds will move from Employee Benefits (Salary & Wages)
and Other Charges (ISF) to Services & Supplies (Office Expense and Professional Services).
This transfer is needed to align budget with actual fiscal year-to-date expenditures. All
expenditures posted and planned are within the Board approved budget total set for Social
Services administrative costs for FY 06/07.

RECOMMENDATION(S):

Approve the transfer request as submitted.

HISTORY AND BACKGROUND:

See Analysis/Discussion.

FISCAL/PERSONNEL IMPACT(S):

The requested transfer will move $550,000 from HRA/Social Services Division’s Administrative
FY 06/07 Employee Benefits (Salary & Wages) and Other Charges (ISF) budget. The $550,000
transfer is to cover additional professional service and office expense costs associated with
federal and state mandate social services programs administered by Glenn County.

As noted above, all expenditures posted and planned will be within the Board approved total
budget for the division’s administrative costs for FY 06/07.

No County General Fund monies are involved in this request.

ANALYSIS/DIscussion

While county budgets are produced in the late spring, actual expenditure plans are finalized
later in the calendar year and continually refined as program and operational needs arise.

As the fiscal year progresses, Social Service actual expenditure history may change to meet
program demands as set by the federal and state government. Thus, shifts in expenditures are
needed to meet changing mandated federal and state program requirements/guidelines, other
program needs and ongoing personnel management challenges.

All items transmitted by a County Department or Agency for inclusion in the agenda for Board of Supervisors action must include all
background and analysis necessary for the Board to make an informed decision. Failure to provide adequate information, analysis,
or backup could result in the matter not being added to the agenda and returned to the department for additional information.
COUNTY OF GLENN  
REQUEST FOR APPROPRIATION OR TRANSFER OF FUNDS

Department Name: HRA SOCIAL SERVICES

Narrative: To Transfer Appropriations from Salaries & Wages and Other Charges to cover contracted expenses in the Professional Services & Office Expense in the Social Services Administration budget unit. No general fund impact.

<table>
<thead>
<tr>
<th>Org. Key</th>
<th>Object</th>
<th>Description</th>
<th>Current Budget</th>
<th>Change Increase (Decrease)</th>
<th>Revised Budget</th>
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<tr>
<td></td>
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<td>General Ledger:</td>
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<td>Revenues:</td>
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<td></td>
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<td>Expenditures:</td>
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<td>01025010</td>
<td>01010</td>
<td>Salaries - Employee Benefits - Salaries &amp; Wages</td>
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<td>(200,000.00)</td>
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<td>05710</td>
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<td>300,000.00</td>
<td>1,806,040.00</td>
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</table>

Signature of requesting official: ___________________________  Date: ______________

To Board of Supervisors:  
There are sufficient balances available to meet this transfer request in the amount of $550,000.00

Department of Finance  
Attest: Clerk of the Board by: ___________________________  ______________

Action of Board of Supervisors:

Date of Approval: ______________  Minute Order: ______________

Agenda Description: To transfer appropriations from salaries & wages and interdepartmental cost allocation account to cover services & supplies expenses in Social Services Administration. No general fund impact.