COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: 07/17/07

BRIEF SUBJECT/ISSUE DESCRIPTION:
Request approval of encumbrance requests for 2006-2007

Submitting Department(s):
Department of Finance

Contact: Don Santoro
Phone: 934-6742

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required _____ Minutes

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

AFFECTED DEPARTMENT(S)

☐ Receive Concurrence

ATTACHMENTS

☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☐ Resolution

LEGAL/PERSOENEL/FISCAL

☐ County Counsel
☐ Personnel
☐ Finance
☐ County Administrative Office

CLERK INSTRUCTIONS

☐ Return Minute Order
☐ Return Certified Copy Of:

☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

Public Hearings:
☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Committees:
☐ Vacancy Posted
☐ Application Attached

LEGISLATION

☐ State
☐ Federal

Bill#: __________
☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

FUNDING SOURCE/IMPACT

☐ 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 No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:

Approve encumbrance requests as listed.

Reviewed By (if applicable):

Personnel Director

Department of Finance

County Administrative Officer

Debbie German, Assistant
Department Head

CC:
EXECUTIVE SUMMARY

Annual request by departments to encumber funds to cover unfulfilled contracts for 2006-2007.

SPECIFIC RECOMMENDATION(S):

Approve list of encumbrance requests

HISTORY AND BACKGROUND:

n/a

FISCAL/PERSONNEL IMPACT(S):

n/a

ANALYSIS/DISCUSSION

n/a

Respectfully Submitted,

Debbie Newman
Assistant Director of Finance
ENCUMBRANCE REQUEST 2006-2007

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<tr>
<th>Department</th>
<th>Org Key</th>
<th>Object</th>
<th>Obj Name</th>
<th>Amount of Request</th>
<th>Purpose</th>
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<td>07350</td>
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<td>07360</td>
<td>Fixed Asset-Spec Dept Exp</td>
<td>50,000.00</td>
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<td>Sheriff</td>
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<td>07360</td>
<td>Fixed Asset-Spec Dept Exp</td>
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