

Purpose:

The purpose of this form is to allow budget adjustments to be sent to the Council Fiscal Analyst for placement on the Council agenda when Sherpa forms are unavailable due to administrative or technical issues. The intention is that the adjustment be re-entered into Sherpa once its forms again become available. The Sherpa forms for which this form may act as a temporary substitute include Post Year-End, Pre-June, and Year-End adjustment forms.

Please see entry instructions on the Form Header tab.

Temporary Budget Adjustment Form

Form Fields

User Data Entry Fields

Budget Year: 2023

Sherpa Form: Post Year-End

Organization ID & Name: 63000000 Facilities Services

Title: Facilities Services Pass thru Increase

Organization Description & Justification: Facilities Services is requesting a one time appropriation unit shift to the facilities pass thru. Due to increase costs in maintenance and changes to maintenance contracts we need to increase th ebudget to pay the remaining 2023 invoices.

Category: Appropriation Unit Shift

Entry Instructions

Enter the budget year to which this adjustment applies.

Enter the Sherpa form period for which this form is substituting. E.g. Post Year-End, Pre-June, Year-End

Enter the 10 digit organization department id with name. E.g. 63000000 Facilities Management

Enter a brief description of the adjustment that is less than 50 characters.

Enter the adjustment justification.

Approval Description

Approver Name

Approval Date

Approval Instructions

Organization Fiscal Manager Name and Approval Date: Jerusha Harding 1/17/2024

Department Fiscal or Elected Official Name and Approval Date:

Budget Team Review Name and Approval Date:

Chief Financial Officer Name and Approval Date: CFO Darrin Casper

Mayor Name and Approval Date: Mayor Jennie Wilson

Council Approval: (Y/N)

Council Approval Date:

Organization fiscal manager or director to enter the submitter name, and the submission date. Save changes. Forward electronic copy of file to next approver.

Department Fiscal Manager, or Elected Official or Designee to enter the approver name, and the submission date. Save changes. Forward electronic copy of file to Gabe Anguiano (ganguiano@slco.org).

Budget team technical approver to enter the technical approver name, and the approved date. Save changes.

CFO or designee to enter the approver name, and the approved date. Save changes. Return electronic copy of file to Gabe Anguiano.

Mayor or designee to enter the approver name, and the approved date. Save changes. Return electronic copy of file to Gabe Anguiano.

For Council staff use only. Enter Y or N.

For Council staff use only. If approved, enter date of Council approval.

Department ID	Department Name	Fund	Fund Name	Program CD	Project ID	Activity ID	Detail	Account Type (E/R)	Account	Account Name	Amount*	Adjustment Text*
6300001000	Facilities Services Admin	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(50,000)	Appropriation Shift
6300002000	Carpentry	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(150,000)	Appropriation Shift
6300003000	Electrical	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(38,000)	Appropriation Shift
6300005000	Facilities Services	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(100,000)	Appropriation Shift
6300006000	HVAC	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(37,000)	Appropriation Shift
6300009000	Project Management	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(75,000)	Appropriation Shift
6300009500	Printing	650	Facilities Services Fund					Expense	601030	Permanent And Provisional	(90,000)	Appropriation Shift
6300009500	Printing	650	Facilities Services Fund					Expense	601050	Temporary, Seasonal, Emergency	(35,000)	Appropriation Shift
6300002000	Carpentry	650	Facilities Services Fund					Expense	501040	Pass-Thru Maint - Building	250,000	Appropriation Shift
6300003000	Electrical	650	Facilities Services Fund					Expense	501040	Pass-Thru Maint - Building	250,000	Appropriation Shift
6300005000	Facilities Services	650	Facilities Services Fund					Expense	501040	Pass-Thru Maint - Building	75,000	Appropriation Shift