

SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary

Reference No: 250000YE01
Requesting Organization: 25000000 LIBRARY
Budget Adjust Type(s): Appropriation Unit Shift
New Request

For Fiscal Year: 2018
Date of Request: 6-Mar-19
Ongoing (Y or N): N
If Yes, next year's CF impact: \$0
Net FTE Change: 0.00

Description and Justification:

Appropriation Unit Shift-Disc Repair Machine: The Library budgeted for the purchase of a disc repair machine in 2019. However, a program manager ordered the machine in 2018 without following proper purchasing procedures. This did not come to Administration's attention until early March. Since the machine was received in 2018, the cost will be accrued back to 2018. The Library had nothing budgeted in the capital sector in 2018. This adjustment transfers funds from the operating sector into the capital sector. This is a budget neutral request.

Fund Impact


SUMMARY OF FUND IMPACT BY FUND


FUND:	360 LIBRARY FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0

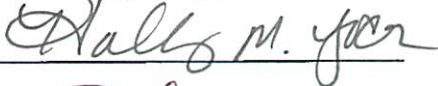
SUMMARY OF CNTY FUNDING IMPACT BY DEPT

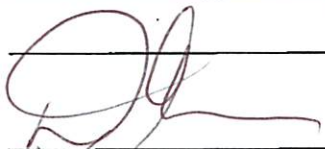
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
TOTALS	0	0	0	0

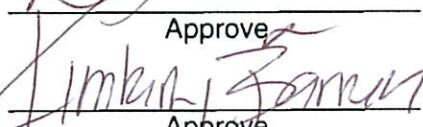
Approvals


Division Director:  Date: 3/6/19

Dept. or Elected Fiscal Mgr:  Date: 3.6.19

Dept. Dir. or Elected Official:  Date: 3.6.19

Facilities Division Director:  Date: _____

Chief Financial Officer:  Date: 3-7-19

Mayor or Designee:  Date: 3/13/19

Council Action: _____ Date: _____

Approve

Budget Adjustment Detail

Budget Year: 2018 * Requesting Department: 25000000 LIBRARY
Budget Period: Post June Year-End * Req Item No: 250000YE01 * Adjustment Title: Appropriation Unit Shift-Disc Repair Machine
Adjustment Type(s): Appropriation Unit Shift New Request

Expense Budget String(s):

FUND	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
360	2500000503	679020			12,345
360	2500000503	611035			(12,345)

TOTAL EXPENDITURES Page 1: \$0
TOTAL EXPENDITURES ALL PAGES: \$0

Revenue Budget String(s):

FUND	SUB-DEPT ID	REVENUE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT

TOTAL REVENUES Page 1: \$0
TOTAL REVENUES ALL PAGES: \$0

Balance Sheet/Fund Unrestriction String(s):

☒ Bal sheet strings only required for Proprietary Fund adjustments or fund unrestrictions; check if applicable.

FUND	SUB-DEPT ID	BAL. SHEET ACCOUNT	AMOUNT
		BAL_SHT or 499999	
		BAL_SHT or 499999	
		BAL_SHT or 499999	

TOTAL BALANCE SHEET CHANGE: \$0

* Ongoing (Y or N): N
If Yes, next year's CF impact: \$0

No. of New FTEs: 0.00 (2)
No. of New Time Limited FTEs: 0.00 (2)
No. of Transferred FTEs: 0.00 (2)
No. of Abolished FTEs: 0.00 (2)

Fund Balance Transfers:

From Fund	From Dept ID	To Fund	To Dept ID	Amount

Description and justification: (Attach additional pages as needed.)

The Library budgeted for the purchase of a disc repair machine in 2019. However, a program manager ordered the machine in 2018 without following proper purchasing procedures. This did not come to Administration's attention until early March. Since the machine was received in 2018, the cost will be accrued back to 2018. The Library had nothing budgeted in the capital sector in 2018. This adjustment transfers funds from the operating sector into the capital sector. This is a budget neutral request.

(1) If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.