

SL COUNTY BUDGET REQUEST / ADJUSTMENT FORM

Executive Summary

Reference No: 460000YE03 For Fiscal Year: 2018
 Requesting Organization: 46000000 FLOOD CONTROL ENG Date of Request: 20-Sep-18
 Budget Adjust Type(s): Fund Transfer Ongoing (Y or N): N
 If Yes, next year's CF impact: \$0
 Net FTE Change: 0.00

Description and Justification:

Vehicle Transfer from Fund 735 to Fund 250: The 2018 budget in Fund 250, Department 4600, Flood Control Engineering (FCE), has \$38,750 budgeted to purchase a vehicle for a new Code Enforcement Inspector position. A vehicle in Fund 735, Department 4500, Public Works Engineering (PWE), is no longer needed due to FTE reductions. Rather than purchase a new vehicle in the Dept. 4600 budget, a vehicle will be transferred from Fund 735 to Fund 250. This budget adjustment is to reduce account 667030, Vehicle Replacement Purchase, in the Department 4600 budget by \$38,750, the amount that was budgeted to purchase the new vehicle. The budget adjustment will also transfer funds from Fund 250, FCE, to fund 735, Public Works, to reimburse fund 735 for the book value of the transferred vehicle.

Fund Impact

SUMMARY OF FUND IMPACT BY FUND

FUND:	250 FLOOD CONTROL FUND	735 PUBLIC WORKS AND OTHER SERVICES FUND
Fund Impact (Budgetary)	\$38,750	\$0
Fund Impact (Transfers)	(\$24,170)	\$24,170
TOTAL FUND IMPACT	\$14,580	\$24,170

SUMMARY OF CNTY FUNDING IMPACT BY DEPT

DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
4600000100 FLOOD CONTROL ENGINEERING	0	(38,750)	0	(38,750)
ADMN				
TOTALS	0	(38,750)	0	(38,750)

Approvals

Division Director: Kudle Monahan

Date: 9/20/2018

Dept. or Elected Fiscal Mgr: J. A. H.

Date: 9-26-2018

Dept. Dir. or Elected Official: John B. B.

Date: 25 Sept 2018

Facilities Division Director:
(Capital Projects Only) [Signature]

Date: _____

Chief Financial Officer: [Signature]

Date: 9/25/18

Approve [Signature]

Mayor or Designee: [Signature]

Date: 9/26/18

Approve

Council Action: _____

Date: _____

Approve

Budget Adjustment Detail

Budget Year: 2018 * Requesting Department: 46000000 FLOOD CONTROL ENGINEERING
 Budget Period: Post June Year-End # Req Item No: 460000YE03 * Adjustment Title: Vehicle Transfer from Fund 735 to Fund 250
 Adjustment Type(s): Fund Transfer

Expense Budget String(s):

FUND	SUB-DEPT ID	EXPENSE ACCOUNT	PROG/ACT ID (OPT)	PROJECT ID (CAP)	AMOUNT
250	4600000100	667030			(38,750)

TOTAL EXPENDITURES Page 1: (\$38,750)
 TOTAL EXPENDITURES ALL PAGES: (\$38,750)

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 unrestrictedions; 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 No. of New FTEs: 0.00 (2)
 If Yes, next year's CF Impact: \$0 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
250	4600000100	735	4500000100	24,170

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

The 2018 budget in Fund 250, Department 4600, Flood Control Engineering (FCE), has \$38,750 budgeted to purchase a vehicle for a new Code Enforcement Inspector position. A vehicle in Fund 735, Department 4500, Public Works Engineering (PWE), is no longer needed due to FTE reductions. Rather than purchase a new vehicle in the Dept. 4600 budget, a vehicle will be transferred from Fund 735 to Fund 250. This budget adjustment is to reduce account 667030, Vehicle Replacement Purchase, in the Department 4600 budget by \$38,750, the amount that was budgeted to purchase the new vehicle. The budget adjustment will also transfer funds from Fund 250, FCE, to fund 735, Public Works, to reimburse fund 735 for the book value of the transferred vehicle.

(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.

Amy McCormick

From: Evan Harrison
Sent: Thursday, August 30, 2018 2:15 PM
To: Amy McCormick; Shanell Beecher
Cc: Ben Hokanson
Subject: RE: Vehicle transfer from flood control to engineering

Categories: Budget, Red Category

Here it is:

Cost = 30,024.09
Dep = 5,854.71
BV = 24,169.38

Thanks for all of your help with this.

Evan

From: Amy McCormick
Sent: Thursday, August 30, 2018 9:06 AM
To: Shanell Beecher <SBeecher@slco.org>; Evan Harrison <EHarrison@slco.org>
Cc: Ben Hokanson <WHokanson@slco.org>
Subject: RE: Vehicle transfer from flood control to engineering

Ok, great. I can do that. Evan, can you let me know the vehicle value and I'll get started on the budget adjustment?

Thanks,
Amy

From: Shanell Beecher
Sent: Thursday, August 30, 2018 9:05 AM
To: Amy McCormick <AMccormick@slco.org>; Evan Harrison <EHarrison@slco.org>
Cc: Ben Hokanson <WHokanson@slco.org>
Subject: RE: Vehicle transfer from flood control to engineering

Sorry I had that backwards!

But yes, it would need a budget adjustment for the transfer. Once that adjustment is approved, our office will do the journal entry to record the transfer.

Shanell Beecher, CPA
Director of Accounting
385.468.7102

From: Amy McCormick
Sent: Thursday, August 30, 2018 8:59 AM
To: Shanell Beecher <SBeecher@slco.org>; Evan Harrison <EHarrison@slco.org>

Cc: Ben Hokanson <WHokanson@slco.org>

Subject: RE: Vehicle transfer from flood control to engineering

Hi Shanell,

Thank you for reviewing this. I am fine with processing it as a fund transfer. How do I go about requesting the fund transfer? Do I need to complete a budget adjustment form to initiate it?

Just a clarification, it will be a transfer from fund 250-4600, Flood Control to fund 735-4500, Public Works. The vehicle currently belongs to fund 735 and will be transferred to fund 250.

Thanks,

Amy

From: Shanell Beecher

Sent: Thursday, August 30, 2018 8:37 AM

To: Evan Harrison <EHarrison@slco.org>; Amy McCormick <AMccormick@slco.org>

Cc: Ben Hokanson <WHokanson@slco.org>

Subject: Vehicle transfer from flood control to engineering

Evan and Amy,

Ben and I were able to discuss the "transfer of use" of the vehicle from Flood control to PW engineering that you brought up. We were able to talk through possible use of interfund revenue and expense and fund balance transfers, but landed on fund balance transfer as the preferred method. If you see a benefit of using the exp and revenue we are open to discussing that with you, but for right now our recommendation would be to do a fund balance transfer from public works enterprise fund to flood control for the value of the vehicle.

Let us know if you have any additional questions or thoughts.

Best,

Shanell Beecher, CPA

Director of Accounting

Mayor's Financial Administration

385.468.7102

