

OFFICE OF THE ASSESSOR-COUNTY CLERK-RECORDER

SAN MATEO COUNTY

Date: February 16, 2001

Hearing Date: March 6, 2001

To: Honorable Members of the Board of Supervisors

From: Warren Slocum, Assessor-County Clerk-Recorder



Subject: Appropriation Transfer Request

RECOMMENDATION

Approve an Appropriation Transfer Request (ATR) transferring \$223,588 from salary and benefit accounts and unanticipated revenue accounts within the Assessor-County Clerk-Recorder budget units to the salary and benefit accounts and service and supply accounts within the Elections budget unit.

Background

Each department within the County has been required to balance its budget at the object level within each respective budget unit. Because of this fiscal year's projected overrun, it is necessary to transfer funds that exist in various other departmental accounts to those that will exceed their original appropriation.

Discussion

Projections indicate the Elections Division will exceed appropriated amounts in its salary and benefit and service and supply accounts. These overruns are mainly due to: double filling an Election Specialist III position (incumbent retired November 2000); paying off unused vacation leave for retiring staff; increased extra help and overtime costs for November 2000 Presidential General Election; and estimated cost for the March 6, 2001 Special Election. ATR funds are coming from salary savings in vacant Appraisal Services positions, projected revenue from the city and special district March 6, 2001 Special Election, and SB 90 cost reimbursement for processing absentee ballots.

Fiscal Impact

There is no impact to the Net County Cost. The ATR will transfer funds from 1310B-Appraisal Services, salaries and benefits (\$62,000) and 1330B-Elections, unanticipated revenue - state reimbursement (\$50,138) and election services (\$111,450) to 1330B-Elections, salaries and benefits (\$157,984) and services and supplies (\$65,604). This ATR was not included in the Mid-Year ATR due to unavailability of data. However, it will not impact the projected Assessor-County Clerk-Recorder Department fund balance.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATRI 067

DEPARTMENT
Assessor-County Clerk-Recorder

DATE
2/16/01

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	13100	4111	62,000.00	Permanent Salaries
	13300	1864	50,138.00	Unanticipated Revenue - State Reimbursement
	13300	2081	111,450.00	Unanticipated Revenue - Election Services
To	13300	4111	61,777.00	Permanent Salaries
	13300	4161	44,471.00	Extra Help
	13300	4172	51,736.00	Overtime
	13300	5314	65,604.00	Election Expense

Justification. (Attach Memo if Necessary)

Transfer of funds needed to cover projected year-end overruns within the Elections budget unit.

DEPARTMENT HEAD

BY: *[Signature]*

DATE

02/26/01

2. Board Action Required

Four-Fifths Vote Required

Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY: *[Signature]*

DATE

02.20.01

3. Approve as Requested

Approve as Revised

Disapprove

Remarks:

COUNTY MANAGER

BY:

DATE

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS