

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 9 008

DEPARTMENT Parks Department	DATE 10-20-08
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1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	Various		\$66,410 00	See attached spreadsheet
To	Various		\$66,410 00	See attached spreadsheet

Justification. (Attach Memo if Necessary)

Transfer of funds from LAFCo and Parks Acquisition and Development budgets to Parks Administrative budget for adding an Administrative Secretary position in the Parks Administrative Unit. See attached spreadsheet. See Attached Board Memorandum.

DEPARTMENT HEAD

M. Poyatos

BY: <i>[Signature]</i>	DATE 10-23-08
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2. ☐ Board Action Required ☒ Four-Fifths Vote Required ☐ Board Action Not Required

Remarks:

COUNTY CONTROLLER

[Signature]

BY: <i>[Signature]</i>	DATE 10/27/08
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3. ☐ Approve as Requested ☐ Approve as Revised ☐ Disapprove

Remarks:

COUNTY MANAGER

BY:	DATE
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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

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Supervisors: _____

Noes and against said resolution:

Supervisors: _____

Absent

Supervisors: _____

ATTEST:

Clerk of Said Board

CHAIRMAN, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

DISTRIBUTION:	
WHITE	— BOARD OF SUPERVISORS
GREEN	— CONTROLLER
CANARY	— COUNTY MANAGER
PINK	— DEPARTMENT
GOLDENROD	— TREASURER

Appropriation Transfer Request Attachment - Addition of Administrative Secretary to Parks Department

REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	Fund or Org	Account	Amount	Description
From	39110	8142	\$36,410.00	Other Intrafund Transfers
	35700	5856	\$30,000.00	Contract Consulting Services
To	35700	5962	\$30,000.00	Parks and Recreation Expense
	39110	4111	\$25,565.00	Regular Salaries
	39110	4321	\$4,575.00	Retirement Contribution
	39110	4413	\$3,606.00	County Medical
	39110	4629	\$1,959.00	Other Benefits
	39110	5193	\$221.00	Office Supplies
	39110	6712	\$199.00	Telephone Service Charges
	39110	6713	\$285.00	Automation Charges