



COUNTY OF PLACER
Community Development/Resource Agency

ADMINISTRATION

Michael J. Johnson, AICP
Agency Director

MEMORANDUM

TO: Honorable Board of Supervisors
FROM: Michael J. Johnson, AICP
Agency Director
By: Kelly Berger, IT Supervisor
DATE: February 24, 2015
SUBJECT: **Transfer of funds to Fixed Assets**

ACTION REQUESTED

1. Approve a budget revision to move \$40,000 from CDRA account 2481-PC Acquisition to fixed assets – Equipment account 4451 in the CDRA budget and add to the Master Fixed Assets List.
2. Authorize the Purchasing Manager to execute any related documents

BACKGROUND

The Community Development Resource Agency Information Technology FY 2014-15 budget contains \$59,007 in account 2481-PC Purchases. The original intent of \$40,000 of these funds was to purchase a plotter in support of CDRA's and the County's Geographic Information System in the amount of \$25,000, and to purchase a large format scanner to be used for document retention and archiving in the CDRA Tahoe Office in the amount of \$15,000. These funds were inadvertently placed in the general budget. These funds belong on the Master Fixed Assets List.

Your Board approval is required to authorize the addition of equipment to the Master Fixed Assets List and authorize the Purchasing Manager to execute any related purchases.

FISCAL IMPACT

CDRA's FY 2014-15 budget has sufficient funding to cover the transfer of funds to the Master Fixed Assets List.

ATTACHMENTS

Attachment 1: Budget Revision
Attachment 2: Master Capital Assets List

PLACER COUNTY

BUDGET REVISION

PAS DOCUMENT NO.

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
6	BR	80,000.00	10

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

215 Auditor-Controller *Hg 2/1/15*

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT											
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
											06	014		100		992224			4451			25,000.00
											06	014		100		991140			4451			3,750.00
											06	014		100		992222			4451			3,750.00
											06	014		100		992224			4451			3,750.00
											06	014		100		992233			4451			3,750.00
											06	015		100		992224			2481			25,000.00
											06	015		100		991140			2481			3,750.00
											06	015		100		992222			2481			3,750.00
											06	015		100		992224			2481			3,750.00
											06	015		100		992233			2481			3,750.00
TOTAL											TOTAL											
0.00											80,000.00											

REASON FOR REVISION: To increase OL3 4451 for purchase of new GIS Plotter/Scanner and large format scanner which were appropriated in OL3 2481.

Prepared by Donna Kirkpatrick Ext 3038

Department Head *[Signature]*

Board of Supervisors _____

Date: 1/29/15

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

Distribution: ORIGINAL ONLY to Auditor

ATTACHMENT 1

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MASTER CAPITAL ASSET LIST

Appropriation 062224

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
GIS Plotter	1	\$25,000
Large Format Scanner	1	\$10,000

