

PLACER COUNTY

ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: Honorable Board of Supervisors
FROM: Clark L. Moots, Director of Administrative Services
DATE: June 26, 2007
SUBJECT: Recommendation to Approve Budget Revision to Increase Expenditure and Revenues in the FY 06/07 Central Services Appropriation

RECOMMENDATION

Approve a Budget Revision to increase expenditures by \$150,000 in the Central Services appropriation and increase offsetting revenues by \$150,000.

BACKGROUND

The Central Services Division of the Administrative Services Department provides multiple services to other county departments. As requests for services are received, expenditures increase due to more jobs going to outside vendors and increased costs for paper, special printing, laminating jobs, etc. In addition, this year Central Services entered into a new contract with Toshiba Business Solutions for multi-function convenience copiers. As departments have increased their use of these new machines and the multi-function options, the lease costs have increased. Central Services is an Internal Services fund and charges departments for services. All increased expenditures are offset by revenue.

FISCAL IMPACT

The attached Budget Revision will adjust the Central Services Budget to reflect projected costs for FY 06/07. This Budget Revision will also increase revenues which offset increased expenditures. There is no fiscal impact to the County.

Respectfully submitted,



Clark L. Moots
Director of Administrative Services

Cc: Ron Baker, Senior Administrative Services Officer
Candi McCord, Deputy Director of Administrative Services
Sandy Hammock, Senior Administrative Services Officer
Leslie Blagg, Central Services Manager

BUDGET REVISION

POST DATE:

DEPT NO.	DC TYPE	TOTAL LINES
BR		6

Cash Transfer Required
 Reserve Cancellation Required
 Establish Reserve Required

Auditor-Controller
 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
01	006		250		990638		8373			10,000.00	01	014	250		990638			2710			100,000.00
01	006		250		990638		8375			20,000.00	01	014	250		990638			2555			50,000.00
01	006		###		990638		8376			100,000.00											
01	006		###		990638		8388			20,000.00											
										TOTAL											TOTAL
										150,000.00											150,000.00

REASON FOR REVISION: To increase budgeted Revenue and Expenditures within the Central Services FY06/07 budget to reflect actual projected costs.

Prepared by Sandy Hammock Ext 4226
[Signature]
 Department Head
 Board of Supervisors

Date: 6/11/07
 Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

360