

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR24-B0710	
DEPARTMENT: Information Services Department				DATE: 7/25/24	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	See Supporting Attachment	See Supporting Attachment		207,724	See Supporting Attachment
TO	See Supporting Attachment	See Supporting Attachment		207,724	See Supporting Attachment
Justification (Attach Memo if Necessary): Please see attached memo.					
DocuSigned by:					
DEPARTMENT HEAD <i>Harsit Kanakia</i> <small>06338CFBC44B45F</small>				DATE 7/25/2024	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:					
DocuSigned by:					
COUNTY CONTROLLER <i>Ngoe Nguyen</i> <small>311A76FBA8404C2</small>				DATE 8/1/2024	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
DocuSigned by:					
COUNTY EXECUTIVE <i>Roberto Mandujia</i> <small>5178A926843D471</small>				DATE 8/2/2024	
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 Executive has recommended the transfer of funds as set forth hereinabove:

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

Regularly passed and adopted this _____ day of _____ 20 ____

AYES and in favor of said resolution:

NOES and against said resolution:

Supervisors: _____

Supervisors: _____

 Absent _____
 Supervisors: _____

 PRESIDENT, BOARD OF SUPERVISORS
 COUNTY OF SAN MATEO

ATTEST: _____
 Clerk of Said Board

**County of San Mateo
Appropriation Transfer Request
(Supporting Attachment)**

Department: Information Services Department

Date: 7/25/24

REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

		CODES				
		FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM		18017	2645		2528	SDI Payments
		18020	2645		21986	SDI Payments
		18023	2645		6292	SDI Payments
		18031	2645		23396	SDI Payments
		18036	2644		231	Comp Insurance Refunds
		18039	2644		30301	Comp Insurance Refunds
		18051	2645		9720	SDI Payments
		18053	2645		1519	SDI Payments
		18055	2645		14681	SDI Payments
		18820	2645		12636	SDI Payments
		18039	5969		84434	Other Special Dept Expense
Subtotal					207,724	
TO		18017	4138		2528	Other Paid Leave
		18020	4138		21986	Other Paid Leave
		18023	4138		6292	Other Paid Leave
		18031	4138		23396	Other Paid Leave
		18036	4138		231	Other Paid Leave
		18039	4138		30301	Other Paid Leave
		18051	4138		9720	Other Paid Leave
		18053	4138		1519	Other Paid Leave
		18055	4138		14681	Other Paid Leave
		18820	4138		12636	Other Paid Leave
		18039	6717		84434	Motor Vehicle Mileage Chrg
Subtotal					207,724	



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Information Services Department

DATE: July 25, 2024

BOARD MEETING DATE: September 24, 2024

TO: Robert Manchia, Chief Financial Officer

FROM: Michael Wentworth, Chief Information Officer
Harshil Kanakia, Division Manager, Information Services Department

SUBJECT: Countywide Year-End ATR

Recommendation

Approve an Appropriation Transfer Request (ATR) to (a) appropriate revenues in amount of \$123,290 in class 2600 sub-accounts to recognize unanticipated SDI Payments and Compensation Insurance Refunds while increasing Salaries & Benefits in amount of \$123,290; (b) move appropriations from other special department expense to motor vehicle mileage charges in the amount of \$84,434 for unanticipated expenditures.

Background/Discussion

Information Services Department (ISD) received unanticipated payments for staff who were on State Disability Income programs throughout FY 2023-24. To continue providing services to customers, ISD employed extra-help staff, offered overtime, and work out of class opportunities incurring additional salaries and benefits expenditures.

ISD incurred unanticipated motor vehicle mileage charges during FY 2023-24 requiring the move of appropriations from other special department expense sub-account.

Fiscal Impact

There is no change to Net County Cost for this ATR.