

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR25-B0706	
DEPARTMENT: Information Services Department				DATE: 6/13/2025	
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		155,238	See Supporting Attachment
TO	See Supporting Attachment	See Supporting Attachment		155,238	See Supporting Attachment
Justification (Attach Memo if Necessary): Please see attached memo.					
DocuSigned by: <div>DEPARTMENT HEAD</div> <div>Harshit Kanakia</div> <div>06336CEBC44B45E...</div>					
				DATE 6/16/2025	
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: <div>COUNTY CONTROLLER</div> <div>Ngoc Nguyen</div> <div>311A76FBA8404C2...</div>					
				DATE 6/17/2025	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
DocuSigned by: <div>COUNTY EXECUTIVE</div> <div>Roberto Manchia</div> <div>5178A926843D471...</div>					
				DATE 6/17/2025	
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: _____

ATTEST: _____
Clerk of Said Board

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

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

Department: Information Services Department

Date: 6/13/2025

REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

	CODES				
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM	18014	2645		1694	SDI Payments
	18031	2645		78904	SDI Payments
	18036	2645		8471	SDI Payments
	18039	2645		29470	SDI Payments
	18052	2645		23739	SDI Payments
	18810	2645		12960	SDI Payments
		Subtotal			155,238
TO	18014	4128		1694	Regular Pay Adjustments
	18031	4128		78904	Regular Pay Adjustments
	18036	4128		8471	Regular Pay Adjustments
	18039	4128		29470	Regular Pay Adjustments
	18052	4128		23739	Regular Pay Adjustments
	18810	4128		12960	Regular Pay Adjustments
	Subtotal			155,238	



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Information Services Department

DATE: June 13, 2025

BOARD MEETING DATE: June 24, 2025

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 appropriate unanticipated revenues in amount of \$155,238 in class 2600 for SDI Payments while increasing Salaries & Benefits in amount of \$155,238.

Background/Discussion

Information Services Department (ISD) received unanticipated payments for staff who were on State Disability Income programs throughout FY 2024-25. 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.

Fiscal Impact

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