

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR24-00709	
DEPARTMENT: DEPARTMENT OF EMERGENCY MANAGEMENT				DATE: 7-24-2024	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	43101	5969		13,061	Other Special Dept Expense
	43201	4111		20,321	Regular Hour - Perm Positions
	43101	5969		79,411	Other Special Dept Expense
TO	43101	6717		13,061	Motor Vehicle Mileage Charge
	43201	5969		9,567	Other Sp. Dept Exp
	43201	6814		10,754	Misc Other Charge
Justification (Attach Memo if Necessary): To reallocate expenditures in the total amount of \$127,543 and transfer both 43101 and 43201 for Fiscal Year End 2023-24. These amounts take into account pending submitted JE accruals on the revenue and expenditure sides of both orgs. Both are General Fund orgs.					
Signed by: <i>Shruti Diapolkar</i> <small>3CB73D4A89A54B2</small>				DATE 7/25/2024	
DEPARTMENT HEAD					
2. <input type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input checked="" type="checkbox"/> Board Action Not Required					
Remarks:					
DocuSigned by: <i>Ngoc Nguyen</i> <small>311A76FBA8404C2</small>				DATE 8/1/2024	
COUNTY CONTROLLER					
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
DocuSigned by: <i>Roberto Mandujia</i> <small>5178A926843D471</small>				DATE 8/2/2024	
COUNTY EXECUTIVE					
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

Inter-Departmental Correspondence

Sustainability Department

DATE: July 24, 2024

BOARD MEETING DATE: September 24, 2024

TO: Robert Manchia, County Chief Financial Officer
FROM: Michael Leach, Financial Services Manager I
SUBJECT: Countywide Year-End Appropriation Transfer Request:
Department of Emergency Management Year End Balancing

Recommendation

Approve an Appropriation Transfer Request ("ATR") in the amount of \$112,793 to balance the budgets of orgs 43101 and 43201 for Fiscal Year End 2023-24.

Background/Discussion

This ATR is necessary to reallocate expenditures in the total amount of \$112,793 to balance both 43101 and 43201 for Fiscal Year End 2023-24. These amounts take into account pending submitted Journal Entry (JE) accruals on the revenue and expenditure sides of both orgs. Both are General Fund orgs. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The balancing of expenses is recorded for bookkeeping purposes only. There is no impact to the General Fund.

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TO	43101	6717		\$13,061	Motor Vehicle Mileage Charges
	43201	5969		\$9,567	Other Special Dept Expense
	43201	6814		\$10,754	Misc Other Charges
	43201	8142		\$79,411	Other Intrafund Transfers
Justification (Attach Memo if Necessary): To reallocate expenditures in the total amount of \$112,793 to balance both 43101 and 43201 for Fiscal Year End 2023-24. These amounts take into account pending submitted JE accruals on the revenue and expenditure sides of both orgs. Both are General Fund orgs.					
DEPARTMENT HEAD				DATE 6-10-2024	
2. <input type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:					
COUNTY CONTROLLER				DATE	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
COUNTY MANAGER				DATE	
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 _____, 20__

Ayes in favor of said resolution:
Supervisors: _____

Noes and against said resolution:
Supervisors: _____

Absent
Supervisors: _____

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

ATTEST: _____
Clerk of Said Board