



## Board Agenda Item 28

DATE: December 4, 2018

TO: Board of Supervisors

SUBMITTED BY: Brandi Orth, County Clerk/Registrar of Voters

SUBJECT: Budget Transfer for Purchase of Fixed Asset

RECOMMENDED ACTION(S):

**Approve and authorize the Clerk of the Board to execute Budget Transfer No. 4 (\$1,805) transferring appropriations within the County Clerk - Elections Org 2850, from Account 7295 (Professional and Specialized Services) to Account 8300 (Equipment) for the purchase of a stretch wrap machine.**

There is no Net County Cost associated with the recommended action. Appropriations of \$5,995 were included in the Department's FY 2018-19 Adopted Fixed Assets 8300 account for this purchase. The Department will use existing savings from FY 2018-19 Adopted Budget Services and Supplies account 7295 (Professional and Specialized Services) to increase Fixed Asset Account 8300 (Equipment) by \$1,805 to provide sufficient funding for the \$7,800 purchase price of a semi-automatic stretch wrap machine for the Records Management Division. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved by your Board, the Department will be unable to purchase the equipment, which will hamper the Department's ability to secure large pallets of materials efficiently.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action, which will allow County Clerk - Elections to transfer funds within the FY 2018-19 Adopted Budget Org 2850. Budget Transfer No. 4 is requested to transfer appropriations in the amount of \$1,805 from Account 7295 (Professional and Specialized Services) to Account 8300 (Equipment) to increase the fixed asset (91433) by \$1,805, from \$5,995 to \$7,800 for the purchase of a semi-automatic stretch wrap machine. Maintenance costs will be included in future requested budgets.

DISCUSSION:

The Department will use existing Services and Supplies savings to fund the additional \$1,805 needed for the purchase of a semi-automatic stretch wrap machine.

The Department currently uses a manual process to wrap pallets of materials for storage and transport. A new Fixed Asset (91433) was included in the FY 2018-19 Adopted Budget Org 2850 in the amount of \$5,995 for a semi-automatic stretch wrap machine that would provide a more secure and efficient alternative to the manual process. The total acquisition cost for the equipment, including taxes and freight, exceeds the appropriations for the fixed asset by \$1,805.

Approval of the recommended action will transfer existing appropriations to increase the funding for the fixed asset in order to facilitate the purchase of the equipment.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Budget Transfer No. 4

CAO ANALYST:

Yussel Zalapa