



## Legislation Text

File #: 19-586, Version: 2

### MEMORANDUM

**TO:** The Honorable Tina Scott, Chair, Lake County Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** June 11, 2019

**SUBJECT:** Consideration of a Budget Transfer from BU 7999 - Contingencies to BU 2106 - Grand Jurors to provide sufficient funding for Transportation & Travel and Per Diem expenses for the month of June, 2019

**EXECUTIVE SUMMARY:** The Administrative Office is responsible for BU 2106 - Grand Jurors, and submits monthly charges for their Transportation & Travel (account 29-50) and Per Diem expenses (account 16-00) to the Auditor for payment. The charges that were submitted by Grand Jurors for the month of May, 2019 caused account 29-50 to become overdrawn, exceeding the Grand Jury's budget approved by your Board for Fiscal Year 2018-2019.

Because there are insufficient funds remaining in the Grand Jury budget, a Budget Transfer from BU 7999 - Contingencies has been submitted for your consideration. As your Board is aware, contingency funds are set aside for emergent situations and to offset unanticipated budget shortfalls. If approved by your Board, this will be the first use of Contingencies in many years.

**FISCAL IMPACT:** ☐ None ☐ Budgeted ☒ Non-Budgeted

Estimated Cost: \$5,000

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

**STAFFING IMPACT (if applicable):** N/A

**RECOMMENDED ACTION:** Approve Budget Transfer authorizing the transfer of funds from BU 7999 Contingencies Account 710.90-91 in the amount of \$5000.00 to to BU 2106 Grand Jury Account 721.16-00 - \$2,500.00 and 721.29-50 - \$2,500.00 for jury per diem expense, transportation and travel.