

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: March 21, 2019**

### **Item description/summary:**

The OPUD Board of Directors authorized the General Manager to approve certain budget transfers on June 15, 2017. Included are changes between major object categories (i.e., salaries and benefits, materials, supplies and services) within a department and fund. All transfers of appropriations must be processed through the Financial Manager to assure that sufficient funding is available and must be approved, in writing, by the General Manager. Budget transfers within a department and fund which do not increase the total budget will be approved in advance by the General Manager and do not require the approval of the Board of Directors.

### **Fiscal Analysis:**

The attached transfers do not increase the departments' budgets.

### **Employee Feedback**

### **Sample Motion:**

Information Item.

Prepared by: Karin Helvey – Financial Manager

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**BUDGET LINE ITEM TRANSFER REQUEST**

FROM Account Number:	TO Account Number:	Dollar Amount:
12.59300.00.0	12.59801.00.0	\$ 12,400.00
11.59300.03.0	11.59801.03.0	\$ 5,704.00
11.59300.02.0	11.59801.02.0	\$ 496.00

Need Basis:

**\$18,600 SHOP REPAIR/IMPROVEMENT - 2/3 WATER - 1/3 PARKS**

FROM Account Number: \_\_\_\_\_ TO Account Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Need Basis: \_\_\_\_\_

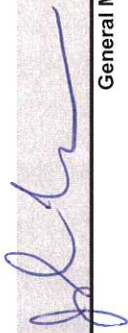
Mid -Year Budget Revise

FROM Account Number: \_\_\_\_\_ TO Account Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_

Need Basis: \_\_\_\_\_

Mid -Year Budget Revise

Date of Request: 02/26/2019

Requested by: Karl Cozad Approved By:  General Manager

Fiscal Year: 2018/19 Month: February

Transfer Request Posting Date: \_\_\_\_\_



**BUDGET LINE ITEM TRANSFER REQUEST**

FROM Account Number: \_\_\_\_\_ TO Account Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_  
13.59306.00.0 1359318.00.0 \$ 10,000.00  
13.59306.00.0 13.59350.00.0 \$ 10,000.00

Need Basis: \_\_\_\_\_  
\_\_\_\_\_  
Mid - Year Budget Revise

FROM Account Number: \_\_\_\_\_ TO Account Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_  
13.59306.31.0 13.59300.31.0 \$ 8,000.00

Need Basis: \_\_\_\_\_  
\_\_\_\_\_  
Mid -Year Budget Revise

FROM Account Number: \_\_\_\_\_ TO Account Number: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_  
13.59333.31.0 13.59802.31.0 \$ 5,000.00

Need Basis: \_\_\_\_\_  
\_\_\_\_\_  
Mid -Year Budget Revise

Date of Request: 02/20/2019  
Requested by: Greg Axline Approved By:  General Manager

Fiscal Year: 2018/19 Month: February

Transfer Request Posting Date: 2/20/19