



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

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**AGENDA REQUEST & STAFF REPORT**

**For Board Business Meeting of May 25, 2016**

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*Please see directions for completing this document on the next page.*

**DATE:** May 11, 2016

**FROM:** Wayne Lowry *WLT* Finance (541) 388-6559

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-026, transfer of appropriation within the BOPTA Department of the General Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-026. A transfer of appropriation is necessary due to unforeseen Personnel expenditures related to lead pay.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Material & Services to Personnel totaling \$1,000 is required.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-026.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559  
Nancy Blankenship, County Clerk 388-6544

REVIEWED  
LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Transferring Appropriations \*  
Within the Various Funds of the 2015-2016 \* RESOLUTION NO. 2016-026  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the County Clerk requesting a transfer of appropriations, and

WHEREAS it is necessary to transfer appropriations within the Deschutes County Budget to accommodate the request; now therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. That the following transfers of appropriations be made:

FROM:	001-0600-419.34-16	Deschutes County General Fund BOPTA, BOPTA Board	\$	1,000
TO:	001-0600-419.18-81	Deschutes County General Fund BOPTA, Customer Service Clerk II	\$	1,000

Section 2. That the Finance Director make the appropriate entries in the Deschutes County Budget document to show the above appropriations.

DATED this \_\_\_\_\_rd day of June, 2016.

BOARD OF COUNTY COMMISSIONERS OF  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ALAN UNGER, Chair

ATTEST:

\_\_\_\_\_  
TAMMY BANEY, Vice-Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
ANTHONY DEBONE, Commissioner

## Lacy Nichols

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**From:** Nancy Blankenship  
**Sent:** Friday, April 29, 2016 11:44 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols; Jeanine Faria  
**Subject:** Fund 001 Dept 0600 - Appropriation Transfer  
**Attachments:** Appropriation Transfer Fund 001 Dept 06.xls

Hello Wayne,

Please see attached worksheet detailing the requested appropriation transfer for Fund 001 Dept 0600 in the amount of \$1,000.

Thank you.

Nancy



**Nancy Blankenship | Deschutes County Clerk**

**Deschutes County Clerk's Office**

1300 NW Wall St. 2<sup>nd</sup> Floor | Bend, Oregon 97703

PO Box 6005 | Bend, Oregon 97708-6005

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Deschutes County  
Appropriation Transfer Request

	Line Number	Category	Description	Current Budgeted Amount	To (From)	Revised Budget
Item	(HTE 14 digit code)	(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)			
1	001-0600-419.18-81	Personnel	Customer Service Clerk II	18,729	1,000	19,729
4	001-0600-419.34-16	Materials & Services	BOPTA Board	5,600	(1,000)	4,600
<b>TOTAL</b>				<b>24,329</b>	<b>-</b>	<b>24,329</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:

Personnel expenditures will exceed what was foreseen at the time the FY 2016 budget was adopted. It is necessary to transfer appropriation from the Materials & Services category to the Personnel category.

Fund:  
Dept:  
Requested by:  
Date:

General Fund
Board of Property Tax Appeals
Nancy Blankenship
May 2, 2016