AGENDA REQUEST & STAFF REPORT
For Board Business Meeting of May 25, 2016

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

DATE: May 11, 2016
FROM: Wayne Lowry 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
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Transferring Appropriations Within the Various Funds of the 2015-2016 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
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
Deschutes County
Appropriation Transfer Request

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Category</th>
<th>Description</th>
<th>Current Budgeted Amount</th>
<th>To (From)</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person</td>
<td>Customer Service Clerk II</td>
<td>18,729</td>
<td>1,000</td>
<td>19,729</td>
</tr>
<tr>
<td>4</td>
<td>Material</td>
<td>BOPTA Board</td>
<td>5,600</td>
<td>(1,000)</td>
<td>4,600</td>
</tr>
</tbody>
</table>

**TOTAL** 24,329 - 24,329

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.

<table>
<thead>
<tr>
<th>Fund:</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>Board of Property Tax Appeals</td>
</tr>
<tr>
<td>Requested by:</td>
<td>Nancy Blankenship</td>
</tr>
<tr>
<td>Date:</td>
<td>May 2, 2016</td>
</tr>
</tbody>
</table>