



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 June 22, 2016**

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

**DATE:** June 2, 2016

**FROM:** Wayne Lowry *WLT* Finance

Phone # (541) 388-6559

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-034, transfer of appropriation in the Deschutes County General Support Services – Finance Reserve Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-034. The expenditure for operating software will be reported in the Capital Outlay category. It is necessary to transfer appropriation from the Materials & Services category to the Capital Outlay category.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Materials & Services to Capital Outlay for \$900,000 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-034.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559

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. 2016-034  
Deschutes County Budget and Directing Entries \*

WHEREAS, attached is an e-mail from the Finance Director 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:	631-1400-415.50-70	Deschutes County Finance Reserve Fund, Software Licenses	\$ 900,000
TO:	631-1400-415.94-43	Deschutes County Finance Reserve Fund, Computer Software	\$ 900,000

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

DATED this \_\_\_\_\_ nd 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:** Wayne Lowry  
**Sent:** Wednesday, June 01, 2016 8:42 AM  
**To:** Lacy Nichols  
**Cc:** Jeanine Faria  
**Subject:** RE: Appropriation Transfer Fund 631.xlsx

Please proceed with a budget adjustment to change the category from Materials and services to capital in fund 631 related to the Finance HR software project.

Thanks

Wayne Lowry, CPA  
Finance Director/Treasurer, Deschutes County  
1300 NW Wall Street, Suite 200, Bend, Oregon 97703  
Phone 541-388-6559, Fax 541-749-2909, Cell 541-788-0093  
E-Mail: [wayne.lowry@deschutes.org](mailto:wayne.lowry@deschutes.org)

**From:** Lacy Nichols  
**Sent:** Tuesday, May 31, 2016 4:23 PM  
**To:** Wayne Lowry  
**Subject:** Appropriation Transfer Fund 631.xlsx

Wayne,

This is a follow-up to an email sent on 4/21/16. Please reply with approval to move forward with this resolution request.

Thanks,

Lacy

**From:** Jeanine Faria  
**Sent:** Thursday, April 21, 2016 10:41 AM  
**To:** Wayne Lowry  
**Subject:** Appropriation Transfer Fund 631.xlsx

See the attached and modify as necessary.

Thanks.

Jeanine  
541-385-1411

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	631-1400-415.50-70	Materials & Services	Software Licenses	968,500	(900,000)	68,500
2	631-1400-415.94-43	Capital Outlay	Computer Software	-	900,000	900,000
<b>TOTAL</b>				<b>968,500</b>	<b>-</b>	<b>968,500</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 The expenditure for operating software will be reported in the Capital Outlay category. It is necessary to transfer appropriation from the Materials & Services category to the Capital Outlay category.

Fund:  
 Dept:  
 Requested by:  
 Date:

Finance Reserve
Finance
Wayne Lowry
April 21, 2016