



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 *WKL* Finance Phone # (541) 388-6559

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-035, transfer of appropriation in the Deschutes County General Support Services - Finance.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-035. A budget adjustment is necessary in the Finance Fund due to the unbudgeted cost of an actuarial study to comply with GASB 45 for \$15,500 and several other materials and service expenditures related to software and maintenance agreements that were greater than anticipated.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Materials & Services for \$23,000 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-035.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559



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 8:46 AM  
**To:** Jeanine Faria  
**Cc:** Lacy Nichols  
**Subject:** RE: Appropriation Transfer  
**Attachments:** Appropriation Transfer Fund 630.xls

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please proceed with a budget adjustment for the Finance fund 630 as set forth in the attached schedule.

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:** Jeanine Faria  
**Sent:** Tuesday, May 31, 2016 10:07 AM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols  
**Subject:** Appropriation Transfer

Additional Materials & Services appropriation will be required for Fund 630. See the worksheet attached for the details. An explanation will need to be added. Then please ask Lacy to prepare the resolution.

Jeanine

Deschutes County Finance  
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	630-1400-415.33-20	Materials & Services	Auditing/Acct Svcs	70,370	15,500	85,870
2	630-1400-415.43-10	Materials & Services	Software Maintenance Agreements	52,825	4,000	56,825
3	630-1400-415.43-45	Materials & Services	Maintenance Agreements	3,700	2,300	6,000
4	630-1400-415.50-70	Materials & Services	Software Licenses	6,875	1,200	8,075
5	630-1400-501.97-01	Contingency	Contingency	160,143	(23,000)	137,143
<b>TOTAL</b>				<b>293,913</b>	<b>-</b>	<b>293,913</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 A budget adjustment is necessary in the Finance fund due to the unbudgeted cost of an actuarial study to comply with GASB 45 for \$15,500 and several other material and service expenditures related to software and maintenance agreements that were greater than anticipated.

Fund:	Finance
Dept:	Finance
Requested by:	Wayne Lowry
Date:	