



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 6, 2016

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

**TITLE OF AGENDA ITEM:**

Consideration and signature of Resolution #2016-037 transfer of appropriation in Deschutes County's General Fund.

**PUBLIC HEARING ON THIS DATE?** NO

**BACKGROUND AND POLICY IMPLICATIONS:**

Consideration of Resolution #2016-037. Expenditures related to the marijuana task force facilitation and the centennial celebration were not anticipated at the time of the FY 2016 budget adoption.

**FISCAL IMPLICATIONS:**

A transfer of appropriation from Contingency to Materials & Services in General Fund/Non-Departmental for \$25,600 is necessary.

**RECOMMENDATION & ACTION REQUESTED:**

Approval and signature of Resolution #2016-037.

**ATTENDANCE:** Wayne Lowry

**DISTRIBUTION OF DOCUMENTS:**

Wayne Lowry, Finance Department 388-6559



## Lacy Nichols

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**From:** Wayne Lowry  
**Sent:** Thursday, June 02, 2016 8:04 AM  
**To:** Jeanine Faria  
**Cc:** Lacy Nichols  
**Subject:** RE: Appropriation Transfer  
**Attachments:** Appropriation Transfer Fund 001 Dept 45.xls

Please proceed with this appropriation transfer. I made a few changes to the narrative explanation.

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 4:49 PM  
**To:** Wayne Lowry  
**Cc:** Lacy Nichols  
**Subject:** Appropriation Transfer

I think it will be a good idea to increase the M&S appropriation in the General Fund Non-Departmental. This is in part due to expenditures to The Mary Orton Company for Facilitating marijuana meetings in March and April totaling \$20,568.60. I've checked with Whitney to see if more expenditures will be made in FY 2016 for the Centennial. I've not yet heard back from her. I'm assuming you are the authorized party for Non-Departmental General Fund. If not you, then likely Tom or Eric.

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	001-4500-413.34-37	Materials & Services	Facilitation	-	20,600	20,600
2	001-4500-413.54-50	Materials & Services	Promotion	-	5,000	5,000
3	001-4500-501.97-01	Contingency	Contingency	7,886,350	(25,600)	7,860,750
<b>TOTAL</b>				<b>7,886,350</b>	<b>-</b>	<b>7,886,350</b>

A transfer of appropriation is required for the following reason and will be used for the following purpose:  
 Expenditures related to the marijuana task force facilitation and the centennial celebration were not anticipated at the time the FY 2016 budget was adopted.

Fund:  
 Dept:  
 Requested by:  
 Date:

General
Non-Departmental
Wayne Lowry