

**BUDGET ADJUSTMENT REQUEST**  
**Increase/Decrease Between Expenses**  
**Increase/Decrease Between Revenues**

**REVISED**

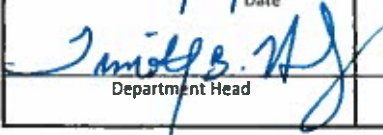
Fiscal Year: **2017-2018**

Date: 04/05/18  
 Division: Napa Sanitation District  
 Prepared By: Cyndi Bolden  
 Phone: 707.258.6001

Board # (If Appl): N/A  
 Budget Journal ID: NSD008  
 Journal Entry ID: \_\_\_\_\_  
 Date Posted: \_\_\_\_\_

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
7800	7806000	54500		Property Taxes	350.00	
7800	7806000	52490		Other Professional Services		350.00
Adjustment Totals					350.00	350.00

Justification: To cover expenses for the 2nd Installment of the property taxes.

Department Authorization	Auditor-Controller	GEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved.  <u>4/5/2018</u> Date  Department Head	Budget Adjustment and Related Journal Entry, if applicable, approved as to Accounting Form.  _____ Date Auditor-Controller	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove      Date _____ Budget Adjustment is in Accordance with Board Resolution 03-112 ( >\$10,000 ) _____ County Executive Officer	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove      Date _____ _____ Agenda Item _____ Clerk of the Board of Supervisors

**DIRECTION TO NAPASAN FINANCE --**

**Description:**

This budget transfer is to cover expenses for the 2nd Installment of the property taxes.

Please initiate the following budget transfers:

Fund  
7800

**Reduce:**

7806000/52490

350 Plant Reclamation - Other Professional Services

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Total 350

Then,

**Increase:**

7806000/54500


350 Reclamation - Property Taxes

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Total 350

  
\_\_\_\_\_  
Finance Department

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeff Tucker, DAS/UEP

  
\_\_\_\_\_  
Date