

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


Fiscal Year: **2019-2020**

Date: 05/26/20
 Division: Napa Sanitation District
 Prepared By: Cyndi Bolden
 Phone: 707 258.6001

Board # (if Appl): N/A
 Budget Journal ID: NSD009
 Journal Entry ID: _____
 Date Posted: _____

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
7800	7810000	55400	20710	Septage Pump & Motor Rplcmnt	2,000.00	
7800	7810000	55400	20712	Grit Pump Rebuild		2,000.00
Adjustment Totals					2,000.00	2,000.00

Justification: To cover the cost of the Septage Pump Motor that was slighter more than what was budgeted.

Department Authorization	Auditor-Controller	CEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved. <u>5/26/2020</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 due to cover the cost of the Septage Pump Motor that was slighter more than what was budgeted.

Please initiate the following budget transfers:

Current Budget:

Capital Project # 20710 - Septage Pump & Motor Rplcmnt	28,700
Capital Project # 20712 - Grit Pump Rebuild	60,000
Total	88,700

Decrease:

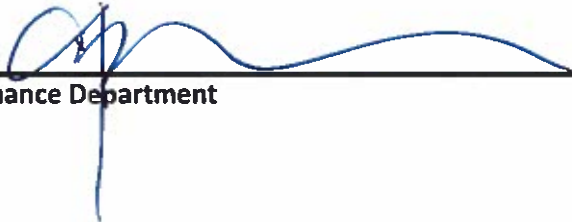
Capital Project # 20712 - Grit Pump Rebuild	(2,000)
Total	(2,000)


Increase:

Capital Project # 20710 - Septage Pump & Motor Rplcmnt	2,000
Total	2,000

New Budget:

Capital Project # 20710 - Septage Pump & Motor Rplcmnt	30,700
Capital Project # 20712 - Grit Pump Rebuild	58,000
Total	88,700


Finance Department


Date

BUDGET ADJUSTMENT REQUEST
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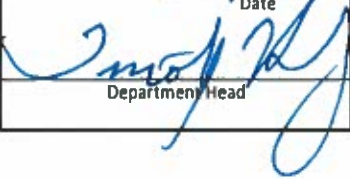
Fiscal Year: **2019-2020**

Date: 05/26/20
 Division: Napa Sanitation District
 Prepared By: Cyndi Bolden
 Phone: 707.258.6001

Board # (If Appl): N/A
 Budget Journal ID: NSD010
 Journal Entry ID: _____
 Date Posted: _____

Fund	Sub-Division	Account	Program	Descriptions	Increase	Decrease
780	7800005	54320		Administration - Bonds/CDP	450.00	
780	7800005	52710		Insurance - Claims		450.00
780	7803000	51100		Salaries	60,000.00	
780	7806000	51100		Salaries	20,000.00	
780	7805000	51100		Salaries		80,000.00
Adjustment Totals					80,450.00	80,450.00

Justification: To increase budget for unanticipated administrative expenses associated with changing Bond Trustees. To transfer salaries budget between departments cover to salary expenses through the end of the fiscal year.

Department Authorization	Auditor-Controller	CEO's Recommendation	Board of Supervisor's Action
Budget Adjustment and Related Journal Entry, if applicable, reviewed and approved. <u>5/26/2020</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) _____ Date County Executive Officer	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove _____ Date _____ Date Clerk of the Board of Supervisors

DIRECTION TO NAPASAN FINANCE --

Description:

This budget transfer is to increase budget for unanticipated administrative expenses associated with changing Bond Trustees and to transfer salaries budget between departments cover to salary expenses through the end of the fiscal year.

Please initiate the following budget transfers:

**Fund
7800**

Reduce:

7800005/52710
7805000/51100

450 Non-Departmental - Insurance - Claims
80,000 Collections - Salaries

Total 80,450

Then,

Increase:

7800005/54320
7803000/51100
7806000/51100

450 Non-Departmental - Administration - Bonds/COPs
60,000 Plant Operations - Salaries
20,000 Reclamation - Salaries

Total 80,450


Finance Department

Date

5/26/2020