



Agenda Date: 7/26/2005
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Kindig - Auditor-Controller
Auditor - Controller
REPORT BY: Pamela Kindig, Auditor-Controller, 253-4647
SUBJECT: Authorization to prepare necessary accounting entries to close financial books for the fiscal year ending June 30, 2005

RECOMMENDATION

Auditor-Controller requests authorization to prepare the necessary accounting entries to close the financial books for the Fiscal Year ended June 30, 2005.

EXECUTIVE SUMMARY

The Auditor-Controller's Department anticipates completing all the necessary accounting entries to close the June 30, 2005 fiscal year by Wednesday, July 27, 2005, subject to being granted the Board's authorization today. Completing this process requires approval by the Board of Supervisors of numerous entries affecting various funds. The requested action includes all of the various funds under the control of the Board of Supervisors.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The various accounting entries will utilize Fiscal Year 2004-2005 contingencies, designations and fund balance.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Board's approval of these entries will enable the books to be properly closed out at year-end. The final numbers resulting from the entries will be one of the determining factors in preparing adjustments to the 2005-2006 budget.
Is the general fund affected?	Yes

Future fiscal impact: This is an annual accounting process performed at year-end closing. The effect on the 2005-2006 general fund budget will be determined based on the significance of the entries.

Consequences if not approved: The County would not be in compliance with general accounting and budgeting practices.

Additional Information:

ENVIRONMENTAL IMPACT

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

A detailed memorandum will be made available on July 26, 2005.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zíalcita