



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 10/7/10
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	10/7/2010
Agenda Item #:	R-5
Est. Start Time:	9:50 am

BUDGET MODIFICATION: DCM - 05

Agenda Title: BUDGET MODIFICATION DCM-05 Reclassifying a service reimbursement between the Fleet Fund and the Road Fund.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>October 7, 2010</u>	Amount of Time Needed:	<u>5 Minutes</u>
Department:	<u>Department of County Management</u>	Division:	<u>FREDS</u>
Contact(s):	<u>Richard Swift/Michele Gardner</u>		
Phone:	<u>988-5050</u>	Ext.	<u>85353</u>
		I/O Address:	<u>425/2</u>
Presenter(s):	<u>TBD</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Management requests Board approval of budget modification DCM-05. This is a housekeeping item in order to reimburse the Survey-Land Corner Fund for vehicles that were sold.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

This modification creates a cash transfer line item in order to refund the Survey-Land Corner Fund for sales of vehicles that occurred in prior fiscal years. Financial guidelines require such transaction be done as a cash transfer and per ORS 203.148, all monies expended from the Public Land Corner Preservation Fund (PLCPF) must be incurred and authorized by the county survey for the restoration and maintenance of public land corners. Therefore, this modification is being done as a housekeeping matter for accounting purposes in order to meet audit requirements and affects program offer 72081A and 91012.

3. Explain the fiscal impact (current year and ongoing).

This modification increases the Land Corner Fund Contingency by \$5,555.

4. Explain any legal and/or policy issues involved.

The refund is required per ORS 203.148 and leaving the transaction classified incorrectly could lead to an audit finding.

5. Explain any citizen and/or other government participation that has or will take place.

N/A

ATTACHMENT A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

Cash Transfer revenue to the Survey-Land Corner Fund is increased by \$5,555 and contingency expense is increased by \$5,555. Supply budget for Fleet Services is being decreased by \$5,555 and cash transfer is increased by \$5,555.

- **What budgets are increased/decreased?**

This modification increases the Land Corner Fund Contingency by \$5,555

- **What do the changes accomplish?**

Appropriate accounting classification of this transaction.

- **Do any personnel actions result from this budget modification? Explain.**

N/A

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A

- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: DCM - 05

Required Signatures

**Elected Official or
Department/
Agency Director:**

Mindy Harris

Date: 9/21/10

Budget Analyst:

[Signature]

Date: 9/21/10

Department HR:

Date:

Countywide HR:

Date:

Budget Modification ID: DCM-05

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2011

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	72-55	3501	72081A	20		904100		60560	-	5,555	5,555		Cash Transfer
2	72-55	3501	72081A	20		904100		60240	2,250,000	2,244,445	(5,555)		Supplies
3									0	0		0	
4	91-52	1512	91012	80		905580		50320	0	(5,555)	(5,555)		Cash Transfer
5	91-52	1512	91012	80		9500001512		60470	446,676	452,231	5,555		Contingency
6												0	
7													
8													
9													
10													
11													
12													
13													
14													
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