

County of Santa Cruz

**PROBATION DEPARTMENT**

P.O. Box 1812, Santa Cruz, CA 95061-1812
(831) 454-3800 FAX: (831) 454-3879

JUDITH A. COX
CHIEF PROBATION OFFICER

March 14, 2006

Agenda: March 28, 2006

Board of Supervisors
County of Santa Cruz
701 Ocean Avenue
Santa Cruz, California

Approve Transfer of Appropriations

Dear Members of the Board:


Due to employee ergonomic accommodations and a need to provide workstations for grant-funded staff in the Probation Department, it is necessary to transfer appropriations to pay fixed asset costs to purchase modular furniture workstations. Two of the modular workstations were recommended as accommodations in ergonomic assessments of employee workstations in Probation's office building located on Graham Hill Road in Felton. Two additional workstations are needed for Probation's Healthy Returns Initiative grant program staff. To purchase these workstations, the Probation Department needs Board of Supervisors' approval to transfer FY 2005-06 appropriations in the amount of \$6,000 from Services & Supplies to Fixed Assets in Index 574000 and \$4,000 in Index 574100. This transfer of funds will not result in an increase to net county cost.

IT IS THEREFORE RECOMMENDED that your Board:

1. Authorize the transfer of \$6,000 of appropriations in Services & Supplies to Fixed Assets in Probation Index 574000 and \$4,000 of appropriations in Services & Supplies to Fixed Assets in Index 574100; and
2. Approve fixed asset purchase of modular furniture workstations for Probation Department's office on Graham Hill Road in Felton.

Board of Supervisors Agenda: March 28, 2006
Approve Transfer of Appropriations and Revenue
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Sincerely,


Judith A. Cox
Chief Probation Officer

JAC:RGW

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: CAO's Office
Auditor-Controller
Probation

COUNTY OF SANTA CRUZ
 REQUEST FOR TRANSFER OR REVISION
 OF BUDGET APPROPRIATIONS AND/OR FUNDS

0000143

Department: PROBATION

Date: March 14, 2006

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 19

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
JE 6			

BATCH #	
DATE	Keyed By:

		T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T R A N S F E R	T O	0,2,1	5,7,4,0,0,0	8,4,1,0		6,000.00	Fixed Assets-Office Equip
		0,2,1	5,7,4,1,0,0	8,4,1,0	J,7,1,0,0,0	4,000.00	Fixed Assets-Office Equip
	F R O M	0,2,2	5,7,4,0,0,0	3,9,7,5		6,000.00	Special Misc Expense
		0,2,2	5,7,4,1,0,0	3,9,7,5	J,7,1,0,0,0	4,000.00	Special Misc Expense

Explanation: Transfer of appropriations to purchase modular furniture workstations for installation in Probation offices on Graham Hill Rd in Felton. Transfer funds from Services & Supplies (sub-object 3975) to Fixed Assets (sub-object 8410) in Indexes 574000 and 574100.

Name Richard G. Winner 3/14/2006 Title Admin Services Manager

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by Renee Ramirez, Deputy Date 3/15/06

County Administrative Officer's Action: Recommended to Board Approved Not Recommended or Approved

County Administrative Officer [Signature] Date 3/17/06

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
 ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order
 County of Santa Cruz } duly entered in the minutes of said Board on

_____ 19____, By _____, Deputy Clerk

(A-C)* Desc: _____ Item: - Budget Transfer

Distribution: BRD. NAME AGENDA DATE ITEM NO.
 White-Board of Supervisors Green-County Administrative Officer Goldenrod-Departmental Control Copy
 Yellow-Auditor-Controller Pink-Originating Department

A-C Review
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