

SANTA FE COUNTY
RESOLUTION 2002 - 61

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on May 28, 2002, did request the following budget adjustment:

Office / Division: County Clerk / Recording and Bureau of Elections Fund Name: General Fund

Budget Adjustment Type: Budget Transfers Within and Between Divisions Fiscal Year: 2002 (July 1, 2001 - June 30, 2002)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	OFFICE/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here _____)						\$9,240.00

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	OFFICE/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0901	416	3002	Travel / Out of State Mileage & Fares		\$1,000.00
101	0901	416	3001	Travel / In State Mileage & Fares		\$40.00
101	0901	416	7033	Seminars & Workshops		\$500.00
101	0901	416	7036	Other Operating Costs / Postage & Mail		\$500.00
101	0902	417	5003	Contractual Services / Professional Services		\$1,200.00
101	0902	417	7001	Other Operating Costs / Rent of Equipment		\$4,000.00
TOTAL (if SUBTOTAL, check here <input checked="" type="checkbox"/>)						\$7,240.00

Requesting Office Approval: Rebecca Butte Title: Clerk Date: _____

Finance Office Approval: Lethen Miller Date: 5.21.02 Entered by: _____ Date: _____

County Manager Approval: 5/21/02 Date: _____

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BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	OFFICE/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here)						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	OFFICE/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	0902	417	7036	Other Operating Costs / Postage & Mail Service		\$2,000.00
101	0902	417	6004	Supplies / Election Supplies	\$14,200.00	
101	0901	416	4006	Maintenance / Equipment	\$40.00	
101	9009	416	3005	Travel / Gas & Oil		\$19.00
101	9009	416	4006	Maintenance / Equipment		\$402.00
101	9009	416	6005	Supplies / Med & Lab Supplies		\$241.00
101	9009	417	3005	Travel / Gas & Oil		\$272.00
101	9009	417	7003	Other Operating Costs / Telephone		\$1,619.00
101	9009	417	8004	Capital Purchases / Furniture & Fixtures		\$417.00
101	9003	412	6007	Supplies / Office Supplies		\$2,030.00
TOTAL (if SUBTOTAL, check here)					\$14,240.00	\$14,240.00

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

OFFICE CONTACT:

Name: Rebecca Bustamante OFFICE/Div: Clerk's Office Phone No.: 986-6287

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
To transfer \$9,200 from amounts in categories from our Reporting and Recording division and from the Bureau of Elections division into the Bureau's Election Supplies Line Item (6004). This request also transfers \$5,000 from prior year encumbrances within the County Clerk's Office and the Finance Department to supplement the election supplies line item. This amount is needed to purchase essential, mandatory supplies to make our voting machines functional for the 2002 Primary Election. As a result of three previous elections and other essential needs, we need to supplement the current available balance to cover these supplies. We also need to cover a shortfall in equipment maintenance due to small unforeseen expenditures.
- 2) Why was this request not included in the Fiscal Year 2002 Operating Budget?
At the time the F2002 budget was prepared, we did not anticipate additional expenses and price increases in election supplies. We did our best to estimate what would be needed.
- 3) Is the transfer recurring or non-recurring and what are the future funding impacts of this request?
The transfer is non-recurring and there will be no future funding impacts.
- 4) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, cite statute and attach a copy.
There will be no impact on a revenue source.
 - b) If this is a state or federal grant, cite grant name, number, award date and amount.
This is not a state or federal grant.

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ATTACH ADDITIONAL SHEETS IF NECESSARY.

OFFICE CONTACT:

Name: Rebecca Bustamante OFFICE/Div: Clerk's Office Phone No.: 986-6286

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 4) (Continued):
 - c) If this request is a result of Commission action, please cite and attach a copy of supporting documentation.
No Commission action

 - d) Please identify other funding sources that can be used to match this request.
None

- 5) If this request impacts the Capital Purchases category, please detail items to be purchased and what they will be used for.
Capital Purchases category is not affected

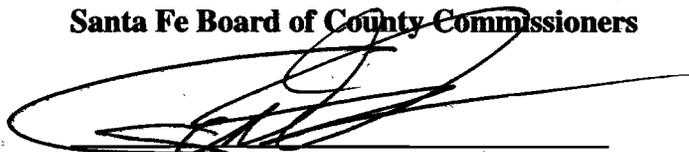
- 6) Does this request have an FTE impact for the OFFICE/division? If request increases FTE, include number of positions, position type (term, permanent, etc.), and the future funding impact and revenue source.
No FTE impact

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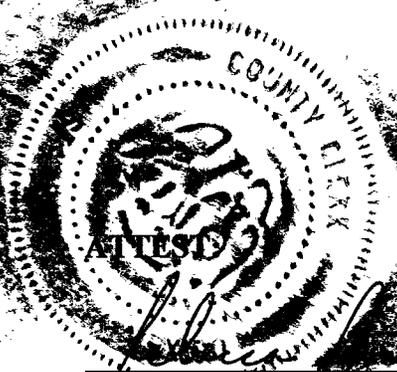
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the OFFICE of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 28th Day of May, 2002.

Santa Fe Board of County Commissioners



Paul D. Duran, Chairperson



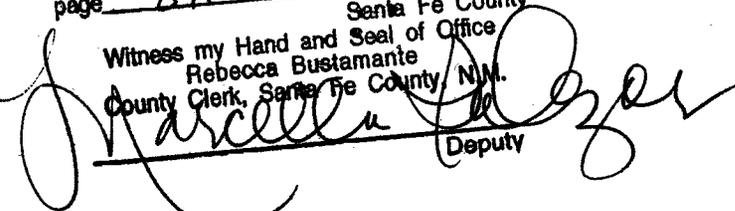
Rebecca Bustamante, County Clerk

Approved As To Form.

By 
Steve Kopelman, County Attorney



1208. 143 } SS
COUNTY OF SANTA FE
STATE OF NEW MEXICO
I hereby certify that this instrument was filed
for record on the 29 day of May A.D.
20 02 at 10:43 o'clock a.m
and was duly recorded in book 2136
page 891-895 of the records of

Witness my Hand and Seal of Office
Rebecca Bustamante
County Clerk, Santa Fe County, N.M.

Deputy