

SANTA FE COUNTY Resolution 2018-91

BUDGET ADJUSTMENT REQUEST FORM (BAR)

Entered by Finance Page 1 of 3

Fiscal Year 2019 (July 1, 2018 Through June 30, 2019)

NOTE: THIS FORM MUST BE ACCOMPANIED BY A "BUDGET ADJUSTMENT NARRATIVE FORM"

Requesting Department/ Division: CMO/Finance

Date: 8/24/2018

Line-Item Transfer:  (between cost centers)

Capital Package Request

Contingency Request  Other

BUDGETED REVENUE: (use continuation sheet, if necessary)


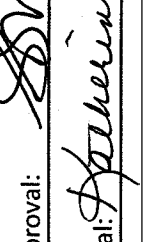
FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0000	390	01-01	Operating Transfer in from General Fund	\$ 1,169,894	
223	420	390	01-01	Operating Transfer in from General Fund		\$ 1,544,000
242	0000	385	02-00	MOU/City of Santa Fe	\$ 150,000	
<b>TOTAL ( IF SUBTOTAL, check here ) →</b>					<b>\$ 1,319,894</b>	<b>\$ 1,544,000</b>

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY/ LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
232	0303	461	50-90	Other Services	\$ 1,169,894	
223	0420	461	50-03	Contractual/Professional		\$ 1,536,087
223	0420	461	50-03	Contractual/Professional		\$ 7,913
242	0495	467	50-03	Contractual/Professional	\$ 150,000	
<b>TOTAL ( IF SUBTOTAL, check here ) →</b>					<b>\$ 1,319,894</b>	<b>\$ 1,544,000</b>

Requested by: Erika Lovato 

Date: 8/24/2018 Title: Budget Administrator

Finance Department Approval:  Date: 8/21/18  
 County Manager Approval:  Date: 8/28/18

Entered by: SFC CLERK RECORDED  
 Updated by: SFC CLERK RECORDED

**SANTA FE COUNTY Resolution 2018-91**

**BUDGET ADJUSTMENT REQUEST FORM**

ATTACH ADDITIONAL SHEETS IF NECESSARY

**DEPARTMENT CONTACT:**

Name: John M. Tennyson Dept/Div: CMO/Finance Phone No: 505-956-6321

**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

During the budget preparation cycle, Funds were incorrectly budgeted in Fund 223 instead of Fund 232. This BAR will correct the transfer from the General Fund.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense   X
- 3) Does this BAR include state or federal funds? Yes \_\_\_\_\_ No   X    
If YES, please cite and attach a copy of statute, if a special appropriation, include grant name, number, award date and amount, and attach a copy of award letter and proposed budget.
- 4) Is this request a result of Commission action? Yes \_\_\_\_\_ No   X    
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- 5) Please identify other funding sources used to match this request. \_\_\_\_\_ N/A

**SEC. CLERK RECORDED 08/30/2018**

SANTA FE COUNTY

BUDGET ADJUSTMENT REQUEST FORM

Fiscal Year 2019 (July 1, 2018 Through June 30, 2019)

RESOLUTION 2018 - 91

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

Approved, Adopted, and Passed This 28 Day of August, 2018.

Santa Fe Board of County Commissioners

Anna Hansen, Chairperson

ATTEST:

Geraldine Salazar, County Clerk



BCC RESOLUTIONS  
PAGES: 3

Hereby Certify That This Instrument Was Filed for Record On The 30TH Day Of August, 2018 at 08:31:04 AM And Was Duly Recorded as Instrument # 1866334 Of The Records Of Santa Fe County

SFC CLERK RECORDED 08/30/2018

Deputy County Clerk, Santa Fe, NM  
Witness My Hand And Seal Of Office  
Geraldine Salazar

Estrella  
Mastone