

Les Baugh
County Member

Irwin Fust
Special District Member

Larry Farr
City Member

Mary Rickert
County Member Alternate

Stan Neutze
City Member

Brenda Haynes
Special District Member

Francie Sullivan
City Member Alternate



Dick Fyten
Public Member

Bob Richardson
Public Member Alternate

David Kehoe
County Member

George Williamson
Executive Officer

Stephen Morgan
Special District Alternate

James M. Underwood
General Counsel

Kathy Bull
Office Manager

Agenda Item: 8.c.

Meeting Date: April 6, 2017

From: George Williamson, Executive Officer & Kathy Bull, Office Manager

Subject: Budget Line Items Adjustment

Background:

On June 2, 2016 the Commission approved the Fiscal Year 2016/2017 Budget.

Discussion:

Listed below are a few of the more prominent line items which require and Fiscal Year 2016/2017 Budget adjustment:

- Decrease of \$2,000.00 for the Contract Executive Officer to help offset an increase in the MSR/SOI Update Expenses.
- Decrease of \$620.00 for Communications due to savings provided by AT&T.
- Decrease of \$4,000.00 for Misc. Legal Services due to reduction in needed services.
- Increase of \$551.00 for Rents/Leases – Structures as Haedrich was not able to return a full security deposit due to a discrepancy in the lease agreement for LAFCO's previous office location.
- Decrease of \$500.00 for Software as costs were significantly lower than anticipated.
- Increase of \$ 4,167.00 for MSR/SOI Expenses for anticipated additional costs.

Recommendation:

It is recommended that the Commission approve the amended budget line items in relation to the attached "Revised Budget Change Authorization", or provide direction to staff as needed.

Financial:

Some budget line items have or will exceed the approved budgeted amount, however, with decreases in other budget line items, there will be an overall decrease in the Fiscal Year 2016/2017 Budget in the amount of \$2,371.00.

Attachment: Revised Budget Change Authorization – 4.6.2017

SHASTA LAFCO BUDGET ADJUSTMENT AUTHORIZATION

Date: 4/6/2017
 Fiscal Year: FY 2016/2017

Justification: Items for Fiscal Year 2016/2017 Budget ammendment as requested on Agenda Item 8.c. for April 6, 2017.
On April 6, 2017, the Commission approved reduction in budget by \$2,371.00.

REVENUE CHANGES				
Account Number	Description	Amount Budgeted	Revised Amount	Change
45000	Interest	180.00	120.00	-\$60.00
TOTAL REVENUE CHANGES				-60.00

EXPENDITURE CHANGES				
Account Number	Description	Amount Budgeted	Revised Amount	Change
52006	Contract Executive Officer	\$60,000.00	\$58,000.00	-\$2,000.00
52008	LAFCO Personnel	\$40,000.00	\$40,100.00	\$100.00
52010	Bank & Transfer Fees	\$120.00	\$133.00	\$13.00
52020	Communications	\$2,320.00	\$1,700.00	-\$620.00
52060	Memberships	\$3,555.00	\$3,779.00	\$224.00
52078	Office Cleaning	\$1,500.00	\$1,265.00	-\$235.00
52110	Postage & Shipping	\$675.00	\$900.00	\$225.00
52270	InfoTech - Website	\$950.00	\$1,400.00	\$450.00
52287	Misc Legal Services	\$14,000.00	\$10,000.00	-\$4,000.00
52332	Rents/Leases - Copier	\$4,765.00	\$4,850.00	\$85.00
52345	Rents/Leases - Structures	\$12,249.00	\$12,800.00	\$551.00
52350	Small Tools & Equipment	\$200.00	\$100.00	-\$100.00
52500	Software	\$1,000.00	\$500.00	-\$500.00
52675	MSR/SOI Expense - GIS Services	\$1,050.00	\$2,600.00	\$1,550.00
52678	MSR/SOI Expense - Public Hearing Notice	\$250.00	\$150.00	-\$100.00
52680	MSR/SOI Expense - Misc Other	\$8,500.00	\$11,117.00	\$2,617.00
52691	Moving Expenses - Communication	\$99.00	\$0.00	-\$99.00
52692	Moving Expenses - LAFCO Staff	\$3,521.00	\$3,502.00	-\$19.00
52693	Moving Expenses - Info Tech Services	\$220.00	\$225.00	\$5.00
52695	Moving Expenses - Office Expense	\$700.00	\$560.00	-\$140.00
52697	Moving Expenses - Office Supplies	\$30.00	\$0.00	-\$30.00
52720	Utilities	\$1,408.00	\$1,000.00	-\$408.00
TOTAL EXPENDITURE CHANGES				-\$2,431.00

_____	Date: _____
Office Manager	
_____	Date: _____
Executive Officer	
_____	Date: _____
Vice-Chairman	
_____	Date: _____
Chairman	