



Legislation Details (With Board Report)

**File #:** 13-0723      **Name:** ITD Printing & Graphics Increase in Appropriations FY 2012-13

**Type:** General Agenda Item      **Status:** Passed

**File created:** 6/26/2013      **In control:** Board of Supervisors

**On agenda:** 7/9/2013      **Final action:** 7/9/2013

**Title:** Authorize the Auditor-Controller to increase Fiscal Year 2012-13 appropriations totaling \$250,000 for the Information Technology Department 001-1930-8138, Printing & Graphics Appropriation Unit INF003 funded by General Fund Unassigned Fund Balance (Fund 001-3101) to cover expenses in the Information Technology Department budget. (4/5th Vote Required). (ADDED VIA ADDENDUM)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Completed Board Order

Date	Ver.	Action By	Action	Result
7/9/2013	1	Board of Supervisors	approved	

Authorize the Auditor-Controller to increase Fiscal Year 2012-13 appropriations totaling \$250,000 for the Information Technology Department 001-1930-8138, Printing & Graphics Appropriation Unit INF003 funded by General Fund Unassigned Fund Balance (Fund 001-3101) to cover expenses in the Information Technology Department budget. (4/5<sup>th</sup> Vote Required). (ADDED VIA ADDENDUM)

RECOMMENDATIONS:

It is recommended that the Board of Supervisors:

Authorize the Auditor-Controller to increase Fiscal Year 2012-13 appropriations totaling \$250,000 for the Information Technology Department 001-1930-8138, Printing & Graphics Appropriation Unit INF003 funded by General Fund Unassigned Fund Balance (Fund 001-3101) to cover expenses in the Information Technology Department budget. (4/5<sup>th</sup> Vote Required).

SUMMARY/DISCUSSION:

The Information Technology Department (ITD) has been actively transitioning the services provided by the Printing and Graphics Division to outside vendors for FY 2012-13 in preparation of phasing out the service division. Due to the overhead costs, coupled with the reduction in revenue during the transition, there is a shortfall of appropriations for this unit. This action is required to properly account for and close all transactions associated with FY 2012-13.

OTHER AGENCY INVOLVEMENT:

The Auditor-Controller’s Office and the County Budget Analyst have reviewed this recommendation.

FINANCING:

The transfer of \$250,000 is needed to cover the cost of phasing out the Printing and Graphics Division which has an impact on the General Fund. The recommended fund transfer is due to a shortfall of revenue. The funds will be sourced through an Information Technology Department Designation Account that is being created for \$834,133. The designation represents FY 2011-12 surpluses assigned to allow time to determine why

overcharges occurred, the amount each department was overcharged, and a solution for mitigating the overcharges. The recommended designation will reduce the assigned balance to \$584,133.

Prepared by: Kathy Wells, Finance Manager, 796-1490

Approved by:

Dianah Neff, Director of Information Technology

Dated: June 28, 2013