



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 13-0723, **Version:** 1

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)

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. (4/5th 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