

COUNTY OF MENDOCINO
REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

Dept./Office: Library

Date 09/05/2025

To County Auditor-Controller:

The Following request is deemed necessary. Please report the available balances to the County Executive Officer.

Fund	Org/BU	Object (+Project)	Object Description	AMOUNT	I/D	AUDITOR BALANCE
1303	CILB/1715	864355 (CILU4)	Leasehold improvements	\$ 17,500.00	1	\$65,000.00

The Library budgeted \$65,000 for the urgent capital improvement project to replace the front doors at the Ukiah Branch which are causing unsafe conditions. The replacement of the glass wall and doors require repaving as well. The winning bid is for \$82,500, and a budget adjustment of \$17,500 is needed for the project.

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By 

Prepared by: Barbra Chapman

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TO COUNTY EXECUTIVE OFFICER:

- ☐ Sufficient balances remain in the accounts indicated to effect transfer as requested.
☒ Insufficient balances are available to meet the above request within departmental budget.
Requires transfer of \$ _____

REMARKS:

Increase will result in use of Fund Balance. Fund Balance contains sufficient funds to complete the increase in appropriations.

No. 09T003

Date 09/05/2025

AUDITOR-CONTROLLER BY 

COUNTY EXECUTIVE OFFICER:

☐ RECOMMENDATION

☒ APPROVAL

☐ DENIED

COMMENTS:

Date _____

COUNTY EXECUTIVE OFFICER 

ACTION OF BOARD OF SUPERVISORS: ☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

☐ OTHER

REMARKS:

Date 10/07/2025


DEPUTY CLERK OF THE BOARD OF SUPERVISORS

JE NO. _____

Date _____

By: _____