

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

Dept./Office: _____

Date _____

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

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

Prepared by: _____ Ph: _____ Email: _____

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:

No. _____ Date _____ 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 _____ DEPUTY CLERK OF THE BOARD OF SUPERVISORS _____

JE NO. _____ Date _____ By: _____

COUNTY OF MENDOCINO

REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

GENERAL INFORMATION

A Request for Appropriation, Cancellation or Revision of Funds form is required when there are additional appropriations needed for a new program, contract, service, facility modification, or purchase of equipment or fixed assets, etc. that were not included in the budget for a Budget Unit.

Signatory Authority - \$0-9,999 – Department; \$10,000 and above – Board of Supervisors

The Board of Supervisors has delegated its power to approve requests for changes in appropriations to the Chief Executive Officer, or designee, in amounts up to \$9,999. Anything \$10,000 and above must be reviewed by the Board of Supervisors.

Processing Guidelines

Signatures:

Signatures are to be obtained in the following order (dependent upon signatory authority and contract amount): Department Head, Auditor, County Executive Officer (department liaison), Deputy Clerk of the Board of Supervisors (if required).

Request for Appropriation Routing and Timelines

STEP 1	<p>Department</p> <ul style="list-style-type: none">• Complete the top section of the Request for Appropriation of Funds including the Department/Office name, and the date. The form should also include the Fund, the Org, the Object(s) that are requested to be modified, including the dollar amount and whether it will be an Increase or Decrease to the Object.• The source of funds should be described in the Justification section. If the source of funds is a trust account, that account number should be indicated.• Adjustments to General Fund Budget Units must net to zero. If the request is not for a General Fund Budget Unit and it does not net to zero, it must indicate in Justification section that the source of funds will be Fund Balance.• Attach any and all required documents, including bid, quote, or estimate.• Signed by Department Head (not currently accepting electronic signatures)• Route hard copy to the Auditors office or electronically submit to cubbisoc@mendocinocounty.org
STEP 2	<p>Auditor reviews and signs.</p> <ul style="list-style-type: none">• Allow approximately five (5) business days for processing.• Auditor signature means that it has been determined that either sufficient balances remain in the accounts indicated to effect transfer as requested OR Insufficient balances are available to meet the above request within departmental budget.• Auditor signature does not necessarily indicate that the appropriation of funds is advisable, that the department justification clearly expresses the intent of all parties, or that the best deal has been negotiated.• <i>The Appropriation of Funds form is electronically routed back to the submitter and/or Department Head.</i>
STEP 3	<p>Department</p> <ul style="list-style-type: none">• <i>Electronically forward to your County Executive Office liaison.</i>

STEP 4	<p>County Executive Office reviews and signs.</p> <ul style="list-style-type: none"> • Allow approximately five (5) business days for processing. • Department liaison reviews for fiscal impacts, etc. • Department liaison will recommend, approve, or deny the request. • <i>The Appropriation of Funds form is electronically routed back to the submitter and/or Department Head.</i>
STEP 5	<p>Department</p> <ul style="list-style-type: none"> • Scan and upload to their shared drive. It is the responsibility of the department to print an executed copy and deliver to the Auditor to record and enter into the Finance System. For Board of Supervisor approval, the Department will create an Agenda Summary and transmit in Granicus for Board review. Note that the Agenda Summary must state the details of the request in the body. It will be the responsibility of each department to scan and submit them to the Auditor once executed. • The Auditor will not accept draft, interim or incomplete copies of the Request for Appropriation of Funds form. All requests must be fully filled out, dated and signed in order for the Auditor to accept them. There will be no exceptions to this rule. Any department attempting to submit a request that is not fully executed will have their request rejected and an email will be sent to the Executive Office.
STEP 6	<p>Chair/Clerk of the Board reviews and signs (if applicable).</p> <ul style="list-style-type: none"> • BOS requests - following Board approval, allow approximately one week for processing. Departments are responsible for transmitting fully executed Board of Supervisors requests to the Auditor for processing, as indicated in Step 3 above.
STEP 7	<p>Auditor records request in finance system (Munis).</p> <ul style="list-style-type: none"> • All requests must be fully executed in order for the Auditor to accept them. There will be no exceptions to this rule.

Rush Requests:

The Executive Office and the Auditor realize that, on occasion, a request will need to be processed in an expedited manner. However, Departments should be mindful of the review process and should plan ahead to ensure adequate time for each office to complete the required review. The Executive Office and the Auditor attempt to expedite each review. However, a Departmental failure to properly plan for adequate processing time does not automatically constitute an emergency requiring expedited processing. Departments should notify their department liaisons in any instance when an expedited review is necessary. It must be noted, that even if a “rush review” is requested, Departments must expect time for adequate review and not expect to hand deliver a document and wait for the review to be completed immediately.

Questions regarding the request for appropriation of funds process may be directed to the Auditor or the Executive Office (463-4441). For additional information, please refer to Mendocino County Policy No. 1.