

Page 1 of 2

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

Dept No. 2810 Department of Executive Office Date 4/10/18

To County Auditor-Controller:

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

TRANSFER FROM:			AUDITOR BALANCE	TRANSFER FROM:			AUDITOR BALANCE
FUND	ORG/BUDGET			FUND	ORG/BUDGET		
93	862189	\$ 24,187	150,000 ↑	93	861011	\$ 24,187	<del>0</del>
93	862189	\$ 7,372		93	861021	\$ 7,372	<del>0</del>
93	862189	\$ 1,477		93	861022	\$ 1,477	<del>0</del>
93	862189	\$ 345		93	861023	\$ 345	<del>0</del>
93	862189	\$ 1,925		93	861024	\$ 1,925	<del>0</del>

See memo attached

JUSTIFICATION: As stated above or attached memo.

DEPARTMENT HEAD By [Signature]

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. 04T014 Date 4/10/18

AUDITOR-CONTROLLER By [Signature]

COUNTY EXECUTIVE OFFICER: ☒ RECOMMENDATION ☐ APPROVAL ☐ DENIED

COMMENTS:

Date \_\_\_\_\_

[Signature]  
COUNTY EXECUTIVE OFFICER

ACTION OF BOARD OF SUPERVISORS:

- ☐ Approved as requested ☐ Approved as revised ☐ Other

REMARKS:

Date \_\_\_\_\_

By: \_\_\_\_\_  
DEPUTY CLERK, BOARD OF SUPERVISORS

JE NO. \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_



Page 2 of 2

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

Dept No. 2810 Department of Executive Office Date 4/10/18

To County Auditor-Controller:

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

TRANSFER FROM:			AUDITOR	TRANSFER FROM: <sup>TO;</sup>			AUDITOR
FUND	ORG/BUDGET		BALANCE	FUND	ORG/BUDGET		BALANCE
93	862189	\$ 1,000	See Pg 1 ↑	93	862060	\$ 1,000	(242.74)
93	862189	\$ 25,000		93	862230	\$ 25,000	0
93	862189	\$ 35,741		93	862239	\$ 35,741	0
93	862189	\$ 15,000		93	862012	\$ 15,000	0
93	862189	\$ 1,969		93	861030	\$ 1,969	0

See memo attached

JUSTIFICATION: As stated above or attached memo.

DEPARTMENT HEAD By [Signature]

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:

See Page 1 of 2

No. \_\_\_\_\_ Date \_\_\_\_\_ AUDITOR-CONTROLLER By \_\_\_\_\_

COUNTY EXECUTIVE OFFICER: ☒ RECOMMENDATION ☐ APPROVAL ☐ DENIED

COMMENTS:

Date \_\_\_\_\_

[Signature]  
COUNTY EXECUTIVE OFFICER

ACTION OF BOARD OF SUPERVISORS:

- ☐ Approved as requested ☐ Approved as revised ☐ Other

REMARKS:

Date \_\_\_\_\_

By: \_\_\_\_\_  
DEPUTY CLERK, BOARD OF SUPERVISORS

JE NO. \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_





# COUNTY OF MENDOCINO

## Executive Office

CARMEL J. ANGELO  
CHIEF EXECUTIVE OFFICER  
CLERK OF THE BOARD

501 Low Gap Road, Room 1010  
Ukiah, CA 95482-3734

Email: [ceo@co.mendocino.ca.us](mailto:ceo@co.mendocino.ca.us)  
Website: [www.co.mendocino.ca.us](http://www.co.mendocino.ca.us)

Office: (707) 463-4441  
Facsimile: (707) 463-5649

### MEMORANDUM

DATE: April 10, 2018  
TO: Auditor – Controller  
FROM: Executive Office  
SUBJECT: Cannabis Management Unit Budget Adjustment

On March 13, 2018, the Board of Supervisors approved the creation of the Cannabis Management Budget Unit and allocated \$150,000 for FY 2017-18. At the mid-year adjustment the allocation was placed in the newly created Budget Unit 2810, line item 862189. The Executive Office and Cannabis Management Unit have further refined how the funding will be utilized this fiscal year. The Executive Office is requesting the following adjustments:

Form 1 of 2				Form 2 of 2		
Transfer From	Transfer To	Amount		Transfer From	Transfer To	Amount
862189	861011	24,187		862189	862060	1,000
862189	861021	7,372		862189	862230	25,000
862189	861022	1,477		862189	862239	35,741
862189	861023	345		862189	861012	15,000
862189	861024	1,925		862189	861030	1,969
	Total:	35,306			Total:	78,710

The Executive Office is anticipating the adjustments will go before the Board on the consent calendar for the meeting on April 24, 2018. If you have any questions, feel free to contact Sarah Dukett at [duketts@mendocinocounty.org](mailto:duketts@mendocinocounty.org) or (707) 463-4441.

Thank you,

Executive Office