COUNTY OF SAN BENITO
OPERATING BUDGET ADJUSTMENT/TRANSFER

Please Indicate Type:

Fiscal Year: FY 2020/21

Department: Recorder

Org Key: 101.20.1125.1000

☐ **Appropriation/Est. Revenue Increase**
(Requires 4/5 Board of Supervisors Approval)

☐ **Contingency Transfer**
(Requires 4/5 Board of Supervisors Approval)

☐ **Interdepartmental Transfer or Interobject Transfer>$25,000**
(Requires Board of Supervisors Approval)

☒ **Interobject Transfer<$25,000**
(Requires Admin. and Auditor Approval)

Appropriation Increases:

Org Key:	Object No:	Description	Revenues	Expenditures
			$	$
Total			$	$

Transfers of Existing Appropriations:

Org Key:	Object No:	Description	From	To
101.20.1125.1000	619.250	Supply and Services - Special Dept. - Contracts	$ 13,000.00	$
101.20.1125.1000	650.302	Fixed Assets - Equipment other than Computer		$ 13,000.00
Total			$ 13,000.00	$ $ 13,000.00

Comments: The Recorder Division needs to replace the agency's copier that was purchased in 2010. The County Recorder requests a $13,000 budget transfer from Special Department Contracts to Fixed Assets in order to cover the purchase of the copier. The expenditure will be funded through existing revenues within the adopted Recorder Division budget.

Submitted: Jon Paul Jones — Department Head/Authorized Signature — Date: 2-26-2021

Verification of Sufficient Funds: Leann Goalen — Auditor-Controller — Date: 3/1/2021

Approval: [signature] — Administrative Officer — Date: 2/26/2021

Approval by Board of Supervisors

Date: _____

Attested:
Clerk of the Board: _____ Vote: _____ Yes _____ No

AUDITOR USE ONLY

Budget Adjustment No: _____

Date Batch Input Completed: _____ _____

Distribution: Original - Auditor Copy - Board of Supervisors Copy- Department

Revised: 2/26/2021 LL