

**COUNTY OF SAN BENITO  
OPERATING BUDGET ADJUSTMENT/TRANSFER**

Please Indicate Type: **BA/Transfer**

Fiscal Year: 2021-2022  
 Department: Resource Management Agency  
 Org Key: 101.70.1290.1000

- 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 >\$50,000**  
(Requires Board of Supervisors Approval)
- Interobject Transfer or Interdepartmental Transfer <\$50,000**  
(Requires Admin. and Auditor Approval)
- De Minimus Fund Transfer <\$500**  
(Requires Admin. and Auditor Approval)

**Appropriation Increases:**

Org Key:	Object No:	Description	Revenues	Expenditures
101.70.1290.1000	610.101	Salaries and Benefits - Regular Pay	\$	\$ 116,052.00
101.70.1290.1000	619.168	Office Equipment under \$5,000		42,600.00
101.70.1290.1000	619.190	Small Tools		3,700.00
101.70.1290.1000	650.301 & 650.302	Fixed Assets - Vehicles & Equipment other than Computer		207,500.00
101.70.1290.1000	619.130	Clothing and Safety Expenses		12,000.00
101.70.1290.1000	619.148	Household Supplies and Expenses		44,467.00
<b>Total</b>			\$	\$ 396,319.00

**Transfers of Existing Appropriations:**

Org Key:	Object No:	Description	From	To
101.70.1290.1000	619.224	Services and Supplies - Outside Labor	\$ 25,828.00	\$
101.70.1290.1000	610.101	Salaries and Benefits - Regular Pay		25,828.00
<b>Total</b>			\$ 25,828.00	\$ 25,828.00

Comments: COUNTY DEPARTMENTS ARE BEING UNDERSERVED BY THE CURRENT THIRD PARTY VENDOR PROVIDING JANITORIAL SERVICES. AN IN-HOUSE CUSTODIAL STAFF WOULD IMPROVE SERVICE BY HAVING STAFF ON-SITE TO RESPOND TO REQUESTS AND ENABLE THE COUNTY TO BETTER MANAGE STAFF COSTS AND WORK. THIS ADJUSTMENT IS FOR FOUR MONTHS ENDING 6/30/22 AND START UP COSTS.

Submitted: Steve Loupe 1/18/2022  
DocuSigned by: 33101F05F01E1F8B  
 Department Head/Authorized Signature Date

Verification of Sufficient Funds: Leann Godinez 1/19/2022  
DocuSigned by: 70770622206E4D9  
 Auditor-Controller Date

Approval: Gabriel Orozco 1/19/2022  
DocuSigned by: 20F1187A37D7393  
 Administrative Officer Date

**Approval by Board of Supervisors**

Attested: \_\_\_\_\_ Date \_\_\_\_\_  
 Clerk of the Board: \_\_\_\_\_ Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

**AUDITOR USE ONLY**

Budget Adjustment No: \_\_\_\_\_

Date Batch Input Completed: \_\_\_\_\_