

# REQUEST TO USE CERTIFIED ROLLOVER FUNDS

Department: Planning & Sustainability Department

Date: 8/5/2019

Fiscal Target Budgeting Unit (if other than Dept.): \_\_\_\_\_

## SUMMARY:

	Carried From Previous Years	2018 Certified Rollover	Total Available
<b>Available Surplus Funds:</b>	\$0.00	\$21,091.00	\$21,091.00
<b>1) Funds requested for use in 2019 (must match Total Current Year Request below):</b>			\$1,091.00
<b>2) Funds requested for use in 2020 (to be submitted as an OTR):</b>			\$20,000.00
<b>3) Other requested use of funds:</b>			\$0.00
		<b>Total Requested</b>	<b>\$21,091.00</b>
<b>CURRENT YEAR REQUEST(S):</b>	<b>Remainder (available to carry forward):</b>		<b>\$0.00</b>

**FOR FUNDS REQUESTED IN THIS YEAR'S BUDGET, DESCRIBE THE PLANNED USE, please be specific (please attach additional information, if necessary):**

Planned use of rollover:	Funct. Unit	Account No.	Dollar Amt.
1) Office Supplies (ordered in 2018, charged to 2019)	8020	54303	\$1,091.00
2)			\$0.00
3)			\$0.00
4)			\$0.00
5)			\$0.00
6)			\$0.00
7)			\$0.00
8)			\$0.00
9)			\$0.00
10)			\$0.00
	<b>Total Current Year Request (must match Summary line #1):</b>		<b>\$1,091.00</b>

## FUTURE USES:

Does the Department plan to use rollover funds in future years, beyond 2020? If so, what is the plan?

No

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Is the Department in a position to return all or part of rollover to the general fund? (Please be specific)

SOURCE OF FUNDS:

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## SOURCE OF FUNDS.

County Fiscal Policy requires that sources of unspent funds for reappropriation (Certified Rollover) "be explicitly identified for Legislature review." (Please complete this section by explaining the specific source of your department's certified rollover funds for this year in the space(s) provided in the applicable section(s) and providing the corresponding dollar amount at right (below).)

	Source(s) of Rollover Funds and Explanation	Dollar Amt.
1)	Grant with mismatched fiscal year: Please indicate what grant and for which years. Clean Energy Communities Grant (2018-2021)	\$5,838.00
2)	Decision to postpone an expense or activity: Which expense or activity was postponed and why? Housing Survey. Budgeted for \$5,000; responses to RFP were much higher; it was determined that the information that would have been gathered would not have been worth the cost compared to relying on the results of data published by the US Census Bureau. --- Office Furnishings. Budgeted for \$2,400; anticipated needing to tie up loose ends of improvements made to offices. Ended up being unnecessary. --- Interns. Budgeted for \$1,500; determined that student assistance would not be needed.	\$8,900.00
3)	Position(s) temporarily vacant: What positions were vacant and why?	
4)	Bid price on contract lower than budgeted: What was contract for and why was it lower than budget?	
5)	Funds reserved for future equipment purchase: What equipment are you anticipating purchasing?	
6)	Savings resulting from new efficiencies: What were the new efficiencies? How did they come about?	
7)	Revenue over budget: Where did the excess revenue come from?	
8)	Revenue under budget: What caused the reduction in anticipated revenue?	
9)	Other, please explain: Miscellaneous expenditures under budget for operational items such as telephone, rent, auto maintenance,	

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mileage, advertising, and the like (\$2,823). Expenditures for Stream Corridor Protection Program under budget (\$3,530).	\$6,353.00
<b>Total Certified Rollover Funds by Source (should match 2018 Certified Rollover amount from previous page):</b>	<b>\$21,091.00</b>

**APPROVALS:**

Department Head Name 	Date Submitted: 8/5/19
<b>FOR ADMINISTRATION USE ONLY</b>	
County Administrator recommendation for current year use in 2019:	\$ -
County Administrator recommendation for use in 2020 Budget:	\$ -
Signed:	Total Request Recommended: \$ 21,091.00
Administrator Explanation:	