

# The County of Yuba


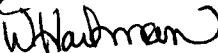
## Community Development & Services Agency

### Kevin Mallen, Director

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www.co.yuba.ca.us

April 20, 2010

TO: Board of Supervisors

FROM: Kevin Mallen, CDSA Director   
Wendy Hartman, Planning Director 

RE: Transfer from Planning Trust Fund 255 to General Fund



171-10

**BUILDING**  
749-5440 • Fax 749-5616

**CODE ENFORCEMENT**  
749-5455 • Fax 749-5464

**ENVIRONMENTAL HEALTH • CUPA**  
749-5450 • Fax 749-5454

**HOUSING AND COMMUNITY SERVICES**  
749-5460 • Fax 749-5464

**PLANNING**  
749-5470 • Fax 749-5434

**PUBLIC WORKS • SURVEYOR**  
749-5420 • Fax 749-5424

**FINANCE AND ADMINISTRATION**  
749-5430 • Fax 749-5434

**Recommendation:** It is recommended that the Board of Supervisors approve the transfer of monies from Planning Department Trust Fund 255 in the amount of \$82,123.63 in recognition of work performed and revenues earned for January through March 2010 as follows:

To General Fund 101	\$75,498.30
To General Plan Update Fund 806	2,664.05
To Code Enforcement	2,596.28
To Fire Safe Planner – Building Dept.	1,365.00

**Background:** Fees are collected by the Planning Department at the time a project application is submitted (and subject to refund if work is not done); these monies should not be recognized as revenue into the general fund until the work is substantially performed. Disbursements from Trust Fund 255 are made each quarter to recognize work completed. These monies represent revenue to the Planning Department and to the General Fund.

**Discussion:** The tracking of projects and permits is accomplished through a computer program called TRAKIT. The projects are entered at the time of submittal, assigned to planners, and then tracked as hours of work are performed in the project review process.

In conjunction with the Auditor/Controller, it was agreed that monies from the trust would be transferred on a quarterly basis. At the end of each quarter, an analysis of work completed is performed and associated monies identified for transfer to the general fund and to recognize revenue for the department.

**Fiscal Impact:** The request results in a decrease in Trust Fund 255 in the amount of \$82,123.63 and a transfer to the General Fund in the amount of \$75,498.30, \$2,664.05 to Trust 806 (General Plan Update), \$2,596.28 in support of Code Enforcement activity, and \$1,365.00 to reimburse the Building Department for the Fire Safe Planner Costs.

**Committee:** There has been no committee review as this is a routine transfer of funds from a trust fund into the general fund.

**SUMMARY 3rd QUARTER 2009/2010**

	82-01	82-02	82-08	14-00	101-3500-426-90-00 FSP FEES	Trust 806	0.0515	0.053 Code Enf.
<b>TOTAL</b>								
Page 1								
Page 2								
Page 3	22,353.70		\$20,078.81			\$1,151.18		\$1,123.71
Page 4								
Page 5								
Page 6								
Page 7								
Page 8	2,850.25		2,560.21			146.78		143.26
Page 9								
Page 10								
Page 11	\$18,392.63	5,250.00	2,500.00	840.00	840.00	903.93		882.40
Page 12	3,183.00			2,674.66	210.00	153.11		145.23
Page 13	6,316.50	3,824.00		1,566.77	315.00	309.05		301.68
Page 14	3,500.00			3,500.00				
Page 15	1,680.00			1,680.00				
Page 16	5,415.00	895.00	4520.00					
Page 17	\$9,380.00	1095.00	5985.00	2300.00				
Page 18	\$9,052.55	895.00	6,605.00	1552.55				
	\$82,123.63	\$9,074.00	\$5,385.00	\$13,273.98	\$1,365.00	\$2,664.05		\$2,596.28

- 101-0000-371-82-01
- 101-0000-371-82-02
- 101-0000-371-82-08
- 101-0000-371-14-00
- 101-3500-426-90-00
- 101-0000-371-86-06
- 806-0000-371-98-99

Summary:  
 Beg. Bal. 1/1/2010  
 January Receipts  
 February Receipts  
 March Receipts  
 Refunds (Jan. Feb. Mar.)  
 3rd Qtr. Disbursements

\$350,335.37
8,817.30
15,728.25
11,638.00
4,395.04
<u>82,123.63</u>

**FUND TRANSFERS:**

<u>\$82,123.63</u>
<u>\$300,000.25</u>

Balance

*DSellers*

WHITE AUDITOR - CONTROLLER  
YELLOW - COUNTY ADMINISTRATOR  
PINK - DEPARTMENT

AUDITOR - CONTROLLER TRANSFER NO. \_\_\_\_\_

**COUNTY OF YUBA** DATE: April 20 20 10  
**REQUEST FOR TRANSFER OR REVISION OF APPROPRIATION, ESTIMATED REVENUE OR FUNDS**

DEPARTMENT CDSA - Planning

**REQUEST APPROVAL OF THE FOLLOWING TRANSFER FISCAL YEAR ENDING JUNE 30, 20 10**

BUDGET OR ESTIMATED REVENUE

- ESTIMATED REVENUE INCREASED
- APPROPRIATION DECREASED

- APPROPRIATION INCREASED

ACCOUNT NO.	NAME	AMOUNT

ACCOUNT NO.	NAME	AMOUNT

**FUND TRANSFERS**

FUNDS TO BE REDUCED:

FUND	AMOUNT
255-0000-371-98-99	\$82,123.63

FUNDS TO BE INCREASED:

FUND	AMOUNT
Please See Attached	


**GENERAL LEDGER (AUDITOR - CONTROLLER USE ONLY)**

FUND	ACCOUNT	AMOUNT		FUND	ACCOUNT	AMOUNT	
		DEBIT	CREDIT			DEBIT	CREDIT

**REASON FOR TRANSFER:**

**APPROVED:**

AUDITOR - CONTROLLER \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ DEPARTMENT OR PUBLIC OFFICIAL  
 COUNTY ADMINISTRATOR: \_\_\_\_\_ Signature \_\_\_\_\_ Date 3/29/10 \_\_\_\_\_ CDSA Director  
 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ TITLE

Approved as to Availability of Budget Amounts and Balances in the Auditor/Controllers Office. _____ Auditor/Controller, Dean E. Sellers		Approved: _____ BOARD OF SUPERVISORS _____ Clerk of the Board _____ Date _____
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April 20, 2010

Fund Transfer

Funds to be increased:

101-0000-371-82-01	\$ 9,074.00
101-0000-371-82-02	5,385.00
101-0000-371-82-08	47,765.32
101-0000-331-14-00	13,273.98
101-3500-426-90-00	1,365.00
101-0000-371-86-06	2,596.28
806-0000-371-98-99	2,664.05
<b>TOTAL TRANSFER</b>	<b>\$82,123.63</b>

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