


**COUNTY
OF
SHASTA
DEPARTMENT OF PUBLIC WORKS**

Pat Minturn, Director

MEMORANDUM

DATE November 14, 2016 FAF 020004
TO Brian Muir, Auditor-Controller
FROM Pat Minturn, Director 
SUBJECT Budget Amendment for Diamond Ridge PRD

A budget amendment in the amount of \$2,000 is requested in the Diamond Ridge PRD Budget Unit 00344. The purpose of this budget amendment is to increase appropriations in line item 034844. The increase in appropriations will be offset by use of fund balance.

After preparing the budget transfer document, please forward it to the County Administrative Office for approval. It is our intention to present this to the Board of Supervisors for approval on December 6, 2016. If you have any questions, please contact Ken Cristobal at extension 5679. Thank you for your assistance in this matter.

PJM/kc

Attachment

email: Laura Sumner, CAO Administrative Analyst I

Appropriations

Increase <Decrease>

Cost Center Number	Account Number	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
00344	034844	23,000	25,000	2,000
Total				2,000

Revenue

Increase <Decrease>

Cost Center Number	Account Number	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
Total				-