




# SHASTA COUNTY

**Cathy Darling Allen, County Clerk / Registrar of Voters**

Jamie Hannigan, Assistant County Clerk / Registrar of Voters

## MEMORANDUM

**TO:** Brian Muir  
County Auditor-Controller

**FROM:** Cathy Darling Allen   
County Clerk/Registrar of Voters

**DATE:** June 13, 2017

**SUBJECT:** Budget Amendment – Board Approval June 27, 2017

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Please prepare the attached budget amendments for the Elections Department (BU 140) and the County Clerk Department (BU 221) budgets.

The department does not anticipate receiving \$29,000 in budgeted revenues due to a decline in passport applications, marriage licenses and fictitious business filings. In addition, \$2,000 will be moved to align actual salary and benefits and \$4,000 in actual services and supplies between 14000 and 22100. The Clerk's budget unit, 22100, is based upon sales and revenue from products that are dictated by the demands of the public. It is difficult to know how many marriage licenses, for example, will be purchased in a given time period. This transfer will allocate department Salaries and Benefits to the budget in which the actual work was performed. The Elections Department is increasing their special election revenue \$10,000 and reducing salary and benefits by \$25,000.

The department will present this budget amendment to the Board of Supervisors on June 27, 2017. There is no additional General Fund impact.

Please feel free to call me at (530) 225-5166, if you have any questions or need additional information.

Thank you

cc: Julie Hope, Principal Admin Analyst  
cc: Terri Howat, County Chief Financial Officer

Elections/County Clerk

FUND: 60

16/17

Department Name

**Appropriations**

Increase &lt;Decrease&gt;

Debit Balance Accounts

Fund/Budget Unit Number	Account Number Description	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
14000	017000	205,625	180,625	(25,000)
22100	17000	10,300	12,300	2,000
22100	035300	37,290	39,290	2,000
22100	034500	2,900	12,900	2,000
Total				(19,000.00)

**Revenue**

Increase &lt;Decrease&gt;

Credit Balance Accounts

Fund/Budget Unit Number	Account Number Description	Budget Reads	Budget Should Read	Amount of Transfer (+/-)
14000	667100	175,000	185,000	10,000
22100	216300	51,000	43,000	(8,000)
22100	692900	62,196	44,196	(18,000)
22100	692920	13,000	10,000	(3,000)
Total				(19,000.00)