



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Auditor-Controller & CEO
Department No.: 061 & 012
For Agenda Of: June 17, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Robert Geis, CPA, Auditor-Controller
Director(s) Mona Miyasato, County Executive Officer *Robert Geis*
Contact Info: Julie Hagen, CPA, CPFO, Chief Deputy Controller
Thomas Alvarez, Budget Director *Mona Miyasato*

SUBJECT: **Authorization for Year End Transfers and Revisions of Appropriations**

County Counsel Concurrence

As to form: N/A

Other Concurrence:

N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

Direct the Auditor-Controller to compile and record the transfers and revisions of appropriations necessary to close the County's accounting records for all County Funds effective for the Fiscal Year ending June 30, 2014; pending approval by your Board at the July 1st, July 8th and August 19th, 2014 meetings.

Summary Text:

The year-end closing process is accomplished during the period from June 30th to July 10th. During this process, there may be certain inter-fund transfers, contingency transfers, revisions, or adjustments necessary to efficiently and effectively accomplish the closing process. The last Board of Supervisors Meeting, on June 17th, 2014 occurs prior to the end of the Fiscal Year 2013-14. As a result, we are recommending that the Board direct the Auditor-Controller to compile and record these entries as of June 30, 2014 pending approval by your Board at the July 1st, July 8th and August 19th, 2014 meetings.

Background:

It is anticipated that these transfers, revisions, and adjustments will be ministerial as most of the pre-closing transfers are processed prior to the end of the year. There were sixty-seven such transfers processed during the prior year-end close that required Board approval. These transfers consisted of changes to fund balance components, draws on contingency for departmental appropriation overruns, and recognition of unanticipated revenue. Many of these were ministerial, some were based on prior Board actions, some were necessary for legal compliance and a number were done to accommodate proper accounting practices. To maximize the efficiency and effectiveness of our operations, we are recommending that the Board direct the Auditor-Controller to process and compile these entries pending approval by your Board.

Performance Measure:

The recommendations are primarily aligned with actions required by law or by routine business necessity.

Fiscal and Facilities Impacts:

To be determined

Authored by:

Julie Hagen, CPA, CPFO, Chief Deputy Controller