

Budget Journal Entry

Document Number: BJE - 0010302

Batch ID: 2994388

Created On: 2/3/2025 2:56:00 PM

Document Description: PetSmart Charities Adoption Grant

Processed On:

Created By: Jeffrey Brown

Post On: 3/4/2025

Processed By:

References

Audit Trail: Actualizing JE:

Budget Revision Request

Agenda Item:

Agenda Date: 3/4/2025

Approval: BOS 4/5

Has Board Letter: Yes

Related Event:

Title: PHD - Increase Miscellaneous Revenue and Adjust Changes to Restricted for PetSmart Charities Grant

Budget Action:

Decrease budgeted revenues of \$10,000 in Public Health Department General Fund in Changes to Restricted offset by an increase in Miscellaneous Revenue. Establish appropriations of \$15,000 in Public Health Department General Fund to increase Restricted Purpose of Fund fund balance funded by PetSmart Charities grant.

Justification:

Ratifying and approving the \$25,000 grant award received from PetSmart Charities in December 2024 will authorize the Public Health Department's Animal Services agency to use the PetSmart Charities adoption grant to fund operations supporting animal adoptions in FY 24/25 and FY 25/26. Upon grant execution and ending on January 19, 2026, \$10,000 is requested to be budgeted to replace previously budgeted one-time use of fund balance in FY 24/25, and \$15,000 is requested to be designated to support animal adoptions in FY 25/26.

Budget Revision Request Financial Summary

Fund	Department	Project	Object Level	Source Amount	Use Amount
0001 - General	041 - Public Health		45 - Miscellaneous Revenue	25,000.00	0.00
0001 - General	041 - Public Health		92 - Changes to Restricted	(10,000.00)	0.00
0001 - General	041 - Public Health		92 - Changes to Restricted	0.00	15,000.00
Fund: 0001 - General, Department: 041 - Public Health Total:				15,000.00	15,000.00

Accounting

Budget Journal Entry

<u>Fund</u>	<u>Dept</u>	<u>GL Acct</u>	<u>LI Acct</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Prog</u>	<u>OUnit</u>	<u>Proj</u>	<u>Budget Period</u>	<u>Description</u>
0001	041	2420	5892	25,000.00		0200			202412	PetSmart Charities Adoption Grant
0001	041	2430	9799		10,000.00	0200			202506	PetSmart Adoption Grant Reduce Use of Fund Bal
0001	041	2530	9799		15,000.00	0200			202506	PetSmart Adoption Grant Designate Remaining Bal
			Total	<u>25,000.00</u>	<u>25,000.00</u>					

Signatures

<u>Signed By</u>	<u>Approval Level</u>	<u>Department/Agency-Fund Group</u>	<u>Signed On</u>	<u>Valid</u>
Jeffrey Brown		041-Public Health	2/19/2025 11:36:06 AM	Y
Stacy Covarrubias	Fund/Department	041-Public Health Funds	2/19/2025 12:05:43 PM	Y
Daniel Williams	CEO Analyst	All Depts-All Funds	2/19/2025 12:32:56 PM	Y
Sara Weal	FACS Supervisor	All Depts-All Funds	2/19/2025 1:42:22 PM	Y
Shawna Jorgensen	Chief Deputy Controller	All Depts-All Funds	2/20/2025 2:01:54 PM	Y
Katrina Fernandez	Budget Director	All Depts-All Funds	2/20/2025 2:08:57 PM	Y