



**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

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Auditor-Controller  
**Department No.:** 061  
**Agenda Date:** June 3<sup>rd</sup>, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s): Betsy M. Schaffer, CPA, Auditor-Controller  
Contact: Juan Izquierdo, CPA, Division Chief, FACS  
**SUBJECT:** Authorization for Year End Transfers and Revisions of Appropriations

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**County Counsel Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: No

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) 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, 2025; pending approval by your Board at the July 1<sup>st</sup>, July 8<sup>th</sup> and July 15<sup>th</sup>, 2025 meetings, as well as the August 19<sup>th</sup>, 2025 meeting if necessary; and
- b) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(c) of the CEQA Guidelines because they consist of the creation of government funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

The year-end closing process is accomplished during the period from June 30<sup>th</sup> to July 10<sup>th</sup>, 2025. 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 of the fiscal year occurs prior to the end of the Fiscal Year 2024-25 on June

24<sup>th</sup>, 2025. As a result, we are recommending that the Board direct the Auditor-Controller to compile and record these entries as of June 30, 2025 pending approval by your Board at the July 1<sup>st</sup>, July 8<sup>th</sup> and July 15<sup>th</sup>, 2025 meetings, as well as the August 19<sup>th</sup>, 2025 meeting if necessary.

**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 fiscal year. There were 108 such transfers processed during the prior year-end close. This included the Residual Fund Balance budgetary entries processed for all applicable funds at the close of the books. 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.

**Fiscal Analysis:**

To be determined based on the actual transfers, revisions, and adjustments processed for fiscal year-end.

**Contact Information:**

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