



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 22, 2010  
**Placement:** Administrative  
**Estimated Tme:** 60 minutes  
on 8/3/10  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Robert Geis, CPA, Auditor-Controller  
Director(s) Michael F. Brown, County Executive Officer  
Contact Info: Julie Hagen, CPA, Chief Deputy Controller 568-2126  
Jason Stilwell, Budget Director 568-3413

**SUBJECT:** Authorization for year end transfers and revisions of appropriations

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

N/A

**Recommended Actions:**

That the Board of Supervisors:

- A) Direct the Auditor-Controller to compile the transfers and revisions of appropriations necessary to close the County's accounting records for all County funds for the Fiscal Year ended June 30, 2010;
- B) Set a hearing on August 3, 2010 for approval of transfers and revisions and to receive a presentation of the FY 2009-10 Financial Status Report per Government Code Section 29126.2.

**Summary Text:**

The year-end closing process is accomplished during the period from June 30 to July 9. During this process, there may be certain inter-fund transfers, contingency transfers, revisions, or adjustments necessary to efficiently and effectively accomplish the closing process. Since the last Board of Supervisors Meeting in June is on June 22, we request that your Board authorize these transfers effective June 30, 2010 for approval on August 3, 2010.

The Financial Status Report is intended to give the Board an overview of the FY 09-10 results of operations.

**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, however, forty-eight such transfers processed during the prior year-end close that required direct Board approval. These transfers consisted of changes to designations/reserves, 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 permit the preparation of the transfers and their presentation for approval at the August 3, 2010 meeting.

The Financial Status Report will review the financial status of the County by fund and by department as of June 30, 2010. This report is intended to provide the Board with a preliminary overview of the FY 09-10 results of operations. The Comprehensive Annual Financial Report (CAFR) is being finalized and will provide audited results of the fiscal year.

**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, Chief Deputy Controller, Office of the Auditor-Controller