

# Budget Journal Entry

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Document Number: BJE - 0010185      Batch ID: 2961404      Created On: 10/24/2024 10:15:33 AM  
 Document Description: DA - Increase Appropriations for Paralegal in Civil Environmental Unit      Processed On:      Created By: John De Alba  
 Post On: 1/7/2025      Processed By:

## References

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Audit Trail: D546606      Actualizing JE:

## Budget Revision Request

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Agenda Item:      Agenda Date: 1/7/2025      Approval: BOS 4/5      Has Board Letter: Yes

Related Event:

Title: Increase appropriations for the District Attorney Civil & Environmental Unit Paralegal Position

Budget Action: Increase appropriations of \$61,500 in the District Attorney General Fund for Salaries & Benefits funded by the release of Restricted Consumer Environmental Fund Balance.

Justification: The Civil and Environmental Unit caseload has significantly increased with the addition of two full-time Deputy District Attorneys and a full-time District Attorney Investigator. The unit requires the addition of a Paralegal to effectively investigate, file, and litigate civil cases. This budget revision request would fund a Paralegal position to work exclusively on Civil and Environmental efforts for the remainder of FY 24-25. The budget action will release \$61,500 of restricted fund balance from the District Attorney Consumer and Environmental fund to be used for the anticipated Salaries & Benefits. Pursuant to BPC § 17206, the funds are to be used to support the District Attorney's prosecution efforts on civil cases and enforcing consumer protection laws within our office. Future years' costs will be included in the budget development process.

## Budget Revision Request Financial Summary

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Fund	Department	Project	Object Level	Source Amount	Use Amount
0001 - General	021 - District Attorney		50 - Salaries and Employee Benefits	0.00	61,500.00
0001 - General	021 - District Attorney		92 - Changes to Restricted	61,500.00	0.00
Fund: 0001 - General, Department: 021 - District Attorney Total:				<u>61,500.00</u>	<u>61,500.00</u>

## Accounting

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Fund	Dept	GL Acct	LI Acct	Debit Amount	Credit Amount	Prog	OUnit	Proj	Budget Period	Description
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**Budget Journal Entry**

0001	021	2420	9724	61,500.00		1005	202501	Release of Restricted Consumer/Enviro Fund balance
0001	021	2530	6100		61,500.00	1005	202501	Increase S&B appropriations for Paralegal
			Total	61,500.00	61,500.00			

**Signatures**

Signed By	Approval Level	Department/Agency-Fund Group	Signed On	Valid
Michael Soderman	Fund/Department	021-District Attorney Funds	12/13/2024 9:07:50 AM	Y
John De Alba	Fund/Department	021-District Attorney Funds	12/13/2024 9:08:52 AM	Y
Brittany Short		021-District Attorney	12/16/2024 8:37:14 AM	Y
Shanna Dawson	CEO Analyst	All Depts-All Funds	12/17/2024 3:07:18 PM	Y
Sara Weal	FACS Supervisor	All Depts-All Funds	12/17/2024 3:21:11 PM	Y
Shawna Jorgensen	Chief Deputy Controller	All Depts-All Funds	12/18/2024 7:47:56 AM	Y
Paul Clementi	Budget Director	All Depts-All Funds	12/18/2024 1:12:39 PM	Y