



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 19, 2012
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) Chandra L Wallar, County Executive Officer

Contact Info: Julie Hagen, CPA, Chief Deputy Controller 568-2126
Thomas Alvarez, Budget Director 568-3432

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

County Counsel Concurrence

As to form: N/A

Other Concurrence:

N/A

Recommended Actions:

That the Board of Supervisors:

Direct the Auditor-Controller to compile the transfers and revisions of appropriations necessary to close the County's accounting records for all County funds effective for the Fiscal Year ended June 30, 2012; pending approval by your Board at the July 10 and August 14, 2012 meetings.

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 Fiscal Year 2011-12 is on June 26, we are recommending that the Board direct the Auditor-Controller to compile these entries as of June 30, 2012 pending approval by your Board at the July 10 and August 14, 2012 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, however, forty such transfers processed during the prior year-end close that required direct 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, Chief Deputy Controller