

M E M O R A N D U M

TO: Local Agency Formation Commission

FROM: Stephen A. Lucas, Executive Officer
Jill Broderon, Management Analyst

SUBJECT: **Agenda Item 2.2 - FY 2013/14 Budget Appropriation Transaction Request**

DATE: July 2, 2013 for the Meeting of July 10, 2013

In cooperation with the El Medio Fire Protection District, LAFCO staff developed a proposal in 2012 for the funding of their MSR/SOI Plan update through the Indian Gaming Local Benefit Committee, a Special Distribution Fund Grant Program. In September of 2012, the grant was awarded in the amount of \$30,000 in which staff received and deposited as revenue within the Filing Fees account. On December 17, 2012, staff initiated the update through a Consulting Services Agreement with Planwest Partners, Inc., in the amount of \$15,785.50.

During the budget process for FY 2012/13, the District's certainty in receiving the grant was unknown. Therefore, the FY 2012/13 budget, as adopted, did not include a budget line item for the expenditure of the update. At its meeting on March 7, 2013, the Commission, through minute order authorized a budget appropriation transaction under Professional and Specialized Services, Account No. 536 in the amount of \$15,785.50.

At the end of FY 2012/13, \$9,562.24 had been expensed, leaving a difference of \$6,223.26. Per the *State of California County Budget Guide*, the County no longer encumbers items against a new fiscal year budget. Therefore, in order to "carry over" the remaining balance, it is requested that the Commission increase their FY 2013/14 appropriation for Professional and Specialized Services, Account No. 536 in the amount of \$6,223.26. Increasing the appropriation will be funded by the Available Fund Balance that has rolled over from FY 2012/13, which is the remaining, unspent amount of \$6,223.26.

ACTION REQUESTED: Authorize a budget appropriation transaction by minute order within the FY 2013/14 budget under Professional and Specialized Services, Account No. 536 in the amount of \$6,223.26.