

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT
MEMORANDUM
2/27/2017

TO: FRAQMD BOARD OF DIRECTORS

FROM: Christopher D. Brown AICP, APCO

SUBJECT: Approve budget allocation transfer of \$2,800 from account #725-9901-441-22-00 (Office Supplies) to #725-9901-441-25-00 (Rents & Leases Equipment) and establish the new fund allocation for the District Copy Machine Lease.

RECOMMENDATION:

Approve budget allocation transfer of \$2,800 from account #725-9901-441-22-00 (Office Supplies) to #725-9901-441-25-00 (Rents & Leases Equipment) and establish the new fund allocation for the District Copy Machine Lease.

BACKGROUND:

Yuba County's copier/lease program has included the District for a number of years. This enables the District to participate in the quantity discount, lowering the cost significantly versus an individual lease.

In April of 2016, the Yuba County Administrative Services Department issued a memorandum that the beginning of Fiscal Year 2016/17, all copiers would be charged to Rents/Leases Equipment (25-00) for the lease portion. (See attached memorandum).

The District was inadvertently left out of the distribution of the memorandum and did not realize until the journals were processed by Yuba County in November. The District did not have an allocation for 25-00 allocated in the budget.

FISCAL IMPACT:

There is no fiscal impact as the \$2800 was already allocated through the budget approval under account 22-00 (Office Supplies).