

INTER-OFFICE MEMORANDUM

FROM THE OFFICE OF:
JOHN INGRAM
AGRICULTURAL COMMISSIONER/SEALER
Phone: 224-4949

DATE: April 1, 2025
TO: Erin Bertain, Deputy County Executive Officer
FROM: John Ingram, Agricultural Commissioner/Sealer
SUBJECT: FY 2024/25 Budget Amendment



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Per your approval of my requested budget amendment, please prepare a net zero budget amendment for the Department of Agricultural Commissioner/Sealer of Weights & Measures as detailed below. This amendment will allow the department to utilize funding available this fiscal year to purchase roofing material for our newly acquired building at 1265 Redwood blvd.

1. A budget amendment is requested to decrease Expense Account #35700, Special Departmental Expense, in the amount of \$44,600 to pay for roofing material.

A budget amendment is requested to increase Other Financing Uses Account #095166, Trans out Capital Projects, in the amount of \$44,600 to pay for roofing material.

cc: Bryce Ritchie, CAO Analyst
Lori Peisker, Agency Staff Services Analyst II

EXPENSES

INCREASE <DECREASE>

FUND/COST CENTER	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER
28000	035700	Special Departmental Expense	193,000	148,400	<44,600>
28000	095166	Trans Out Capital Project	100,000	144,600	44,600
				TOTAL	0