

City of Milpitas, California

BUDGET CHANGE FORM

Budget # _____
Refer # _____

***RA7**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	237-2909	\$ 55,000	237-425-4237	\$ 55,000
	250-3555	19,000	250-531-4111	12,000
			250-310-4111	6,000
<input type="checkbox"/> Budget Transfer			250-552-4111	1,000
	251-3555	370,000	251-552-4207	370,000

Explain the reason for the budget change:

Finance staff is in the process of closing the City and Redevelopment Agency revenue and expenditures accounts for the fiscal Year 2008-09. To maintain conformity with the City's budgeting policies and to prepare for the annual external audit, year-end budget adjustments are necessary to address items that were not known at the time the FY 08-09 budget was developed.

All funds, departments and project budgets have been reviewed to determine necessary adjustments. The detail for each budget adjustment item is described below.

1. Increase the budget appropriations for Public Works Department by \$55,000. The source of funding for the maintenance is from the special tax collected from the Community Facilities District 2005-1.
2. Increase the budget appropriations for Building Inspection Services, Finance Accounting Services and Planning and Neighborhood Services by \$12,000, \$6,000, and \$1,000 respectively. The administration expenditures will be fully reimbursed by CDBG.
3. Increase the budget appropriation for Planning and Neighborhood Services by \$370,000. The Housing Rehab loans will be fully reimbursed by CDBG.

Check if City Council Approval required.

Meeting Date: September 1, 2009

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>[Signature]</i>	Date: 8/19/09	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	