

**DEPARTMENT/FUND  
APPROPRIATION ADJUSTMENT FORM**

Fiscal Year	Agenda Item needed (yes/no)	Anticipated Meeting Date if applicable	Memo Attached if Board item
FY 24/25	Yes		<input type="checkbox"/>

Please use one form per agenda item.

Sources (Fund Balance, Revenues, Transfers In, etc....)								
Fund	Input "yes" if change in Fund Balance (2511)	Cost Center	Sub Ledger	Object Code	Subsidiary	Current Budget	Adjustment Add/ (Subtract)	New Revised Budget
10		TBD		457990		\$192,000	(\$192,000)	\$0
266		TBD		426000		\$0	\$192,000	\$192,000
266		TBD	3010310	460002		\$0	\$19,200	\$19,200
								\$0
								\$0
Insert rows above this line and copy New Revised Budget formula down								
Net Source Adjustment							\$19,200	

Uses (Expenditures, Transfers Out, etc....)								
Fund		Cost Center	Sub Ledger	Object Code	Subsidiary	Current Budget	Adjustment Add/ (Subtract)	New Revised Budget
10		TBD		599500		\$192,000	(\$192,000)	\$0
266		TBD		521135		\$0	\$192,000	\$192,000
10		3010310		521135		\$30,500	(\$19,200)	\$11,300
10		3010310	TBD	560002		\$0	\$19,200	\$19,200
266		TBD		521135		\$0	\$19,200	\$19,200
								\$0
								\$0
								\$0
Insert rows above this line and copy New Revised Budget formula down								
Net Use Adjustment							\$19,200	

Net Change	\$0	
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Prepared by:	Angelica Armenta	Date:	3/10/2025
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Description:	Discussion/approval/disapproval of an amendment to correct the previously approved Award Agreement IPG 24S-706 under the Invasive Plant Grant on January 8, 2025. The grant was approved in Fund 10 but should have been allocated to Fund 266. Approval will require an amendment to the FY 24/25 budget to transfer appropriation from Fund 10 (General Fund) to the correct fund, Fund 266 (Misc Grants), to increase revenue and expenditure appropriations in the amount of \$192,000. It also approves the matching contribution of 10% that has been budgeted in the FY 24/25 budget.
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**TYPE OF REQUEST:**

- ☐ Transfer within same Cost Center
- ☐ Transfer between Cost Centers within same Fund
- ☐ Transfer between Funds or Transfer In/Out adjustments
- ☒ Transfer from/to of Reserve/Contingency (e.g., new grant, change in special revenue projection, new project...)
- ☐ Change in Fund Balance Appropriation