



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** Revisions to Fiscal Year 2021 Operating Budget Ordinance, Section 2 and 3, and Fiscal Year 2021 Personnel Authorization Ordinance.

The following chart summarizes all budget revisions to the fiscal year 2021 adopted budget for the department and fund indicated below. The summary includes approved items, as well as items to be presented to the Board of Commissioners at the meeting date indicated. *Items for presentation are shown in bold italics.*

| Fund: General Fund                 |   |                                | Department: Human Resources |                |
|------------------------------------|---|--------------------------------|-----------------------------|----------------|
| REVENUE CATEGORY (SOURCE OF FUNDS) |   |                                |                             |                |
| Date                               | Description of Revision or Adjustment         | Type                           | Amount                      | Balance        |
| July 1, 2020                       | Adopted Budget                                | All                            | \$0                         | \$0            |
| EXPENDITURES (USE OF FUNDS)        |   |                                |                             |                |
| Date                               | Description of Revision or Adjustment         | Division                       | Amount                      | Balance        |
| July 1, 2020                       | Adopted Budget                                |                                | \$3,731,458                 | \$3,731,458.00 |
|                                    | Encumbrances Carried Forward                  | All                            | \$6,932                     | \$3,738,389.99 |
| STAFFING                           |   |                                |                             |                |
| Date                               | Description of Revision or Adjustment         | Division                       | FTE                         | Balance        |
| July 1, 2020                       | Adopted Budget                                | All                            | 36.00                       | 36.00          |
| November 16, 2020                  | Proposed: Authorize Business Officer Position | Human Resources Administration | 1.00                        | 37.00          |