

552
SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Purchasing & Fleet Services

SUBMITTAL DATE: June 19, 2003

SUBJECT: INCREASE IN APPROPRIATION AND ESTIMATED REVENUE FOR CENTRAL MAIL SERVICES

RECOMMENDED MOTION: That the Board of Supervisors:

Approve and direct the Auditor-Controller to make an adjustment to the Central Mail Appropriation and estimated revenues as follows:

Increase Appropriation:		
10000-7300200000-523760	Postage/Mailing	\$295,000
Increase Estimated Revenue:		
10000-7300200000-781340	Postage	\$295,000

BACKGROUND: Central Mail applies postage to the mail collected from County departments for delivery through the US Postal Service. The cost is then recovered from County departments. The volume of this mail has exceeded budget expectations. Delays in processing billings and receiving monthly reports resulted in this not being recognized until June. It is recommended that the budget be adjusted as indicated above to recognize the additional estimated revenue and expense.


ROBERT J. HOWDYSHELL, Director
Purchasing and Fleet Services

**REQUIRES
4/5 VOTE**

FINANCIAL DATA:
CURRENT YEAR COST: \$295,000
NET COUNTY COST: 0

ANNUAL COST: \$295,000
IN CURRENT YEAR BUDGET: YES/NO
BUDGET ADJUSTMENT: YES/NO FOR FY: 02/03

SOURCE OF FUNDS: Revenue

C.E.O. RECOMMENDATION: **APPROVE.**

County Executive Officer Signature 

Prev. Agn. ref.
NONE

Dist.
ALL

AGENDA NO.

3.31

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

BY  6/23/03
Deputy

Policy
 Policy

Consent
 Consent

Department Recommendation:
Per Executive Office: