***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **10/03/23** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Mary Ann Hall; District Attorney** | **Phone:** | **842-8131** |
| **Address:** | **311 Fourth Street Room 204** |
| **Person Appearing/Title:** |  |
| **Subject/Summary of Issue:** |
| Attached contract needs to be ratified for accounting change with Family Carpet-N-Things for a capital asset purchase of carpet and installation in the amount of $5,504.13. (Encumbrance # 2400352). Original contract was approved out of 718000. After approval contract went out to be signed and was found that it needed to come our of 761010 and was a capital improvement. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $5,504.13 |  |  |  |  |
| Fund:  | 2151 |  | Description: | Forfeitures | Org.: | 201160 | Description: | District Attorney |
| Account: | 761010 |  | Description: | Caiptal Assets |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve the radification for the accounting change on existing Family Carpet-N-Things contract for a capital asset purchase of carpet and installation in the amount of $5,504.13 for accounting 2151-201160-761010. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021