



COUNTY OF HUMBOLDT

For the meeting of: 1/28/2020

File #: 20-49

To: Board of Supervisors

From: DHHS: Social Services

Agenda Section: Consent

SUBJECT:

Approval of an Appropriation Transfer to establish a fixed asset object in Budget Unit 511 for Fiscal Year (FY) 2019-20

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an appropriation transfer of \$26,100 to 1160 511 8986 (Equipment) from 1160 511 8942 (ADA Capital Projects).

SOURCE OF FUNDING:

Social Services Fund 1160, Budget Unit 511.

DISCUSSION:

An important part of an agency's internal control is the tracking of fixed assets. DHHS-Social Services intends to employ the AssetPulse radio frequency identification (RFID) reader system to track individual assets similar to how bar code technology works. The RFID reader system and handheld devices will also increase efficiency in the asset management process. Therefore, Social Services is requesting that the Board approve an appropriation transfer to 8986 to accommodate this purchase.

This appropriation will cover the purchase of AssetPulse LLC (RFID) asset tracking system, handheld readers, and hardware for a combined fixed asset cost of approximately \$20,600. It will also appropriate approximately \$5,500 in the account for a potential future purchase that may qualify as fixed asset equipment.

FINANCIAL IMPACT:

The anticipated costs of the attached invoice and quote have been included in the approved budget for Fund 1160 Budget Unit 511 for FY 2019-20, but were not recognized as qualifying as a fixed asset at the time. Therefore, there will be no overall financial impact to Fund 1160 Budget Unit 511 that was not already accounted for during the budget process for FY 2019-20.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing improved internal control over

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agency's assets.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

1. Appropriation Transfer.
2. AssetPulse LLC Invoice and Quote.
3. OneSolution CAR171

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

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