

BEFORE YOU DO ANYTHING TO THIS FILE, ENSURE YOU ARE WORKING OUT OF THE TEMPLATE FILE AND NOT A PREVIOUS CBA FILE. THESE INSTRUCTIONS ARE WRITTEN FOR USING THE TEMPLATE TO CREATE AND SAVE A

> Save a copy of this template file into the relevant CBA Sharepoint folder to protect the source template

Sharepoint Site:

Choose FY and CBA folder>

Save File, replacing "X" in filename to the number corresponding to the CBA>

Create a Shortcut and place into the H drive CBA folder

> Export SBU Names from ACCESS and paste results into "SBU Names" tab

MS Access BST DataMart:

Open Table titled "dbo_ext_sbu_name" >

Copy results and paste into "SBU Names" tab

> Export budget data from ACCESS and paste results into "Budgets" tab

MS Access BST DataMart:

Open Query titled "CBA - Current Budget" in Design Mode >

Ensure "yr" Field filter is set to correct FY for each instance of "t_c" >

Run Query. Copy results and paste into "Budgets" tab

> Ensure that all Budget Amendment Requests have been entered into Finance+, and confirm that data entry is

> Export Budget Adjustments as entered into Finance+ and paste results into "Fin+ Entry" tab

Applications >

Fund Accounting >

Budget Ledgers >

Batch Budget Adjustments >

Print Range:

Print as Excel

Copy data from resulting Excel file

Sort data in tab by A: "CONTROL NUMBER"; B: "ORG CODE"; C: "ACCOUNT" in ascending order

> Run the Over Budget Report and ensure all issues are addressed

Over Budget Report Location:

Set Fiscal Year to year being amended >

Set "Requested Organization" to "All" >

Set "Budget Display Choice" to "Show Overbudget Only" >

Refresh Report >

Export results as excel >

Copy export and paste into "Over-Budget Report" tab >

Sort Results by Column N, smallest to largest >

Excluding Class 56, any rows showing Budget less than 1,000 will need departmental input

> Once you are confident that all Amendments have been entered into Finance + and have been exported into this file, delete all "0" rows, making sure to leave the GRAND TOTAL row at the bottom

> Copy the formatted rows underneath the GRAND TOTAL row, and insert between each unique Item (Column A)

- > Convert the Subtotal "Sum" cells into formulas calculating the sum of each respective column for each item.
- > Check the validation Cells for any discrepancy
 - "Attachment A" tab: at the top of column O
 - "Fin+ Entry" tab: at the top of column O
- > Filter Column D of the "Summary Sheet" tab to exclude zeroes: "-"
- > Check the validation formula at the bottom of the Summary Sheet tab for any discrepancy
- > After all edits and changes have been made to the file, re-run the Fin+ export and place data into the "Final Validation" tab. Check the Discrepancy field in Column O, and review the Control Number Error Check in Column

<https://inside.nevcounty.net/cw/ceo/Shared%20Documents>

<H:\CEO\CEO Policies & Procedures\CEO Procedures\Financial Data Mart>

<H:\CEO\CEO Policies & Procedures\CEO Procedures\Financial Data Mart>

Enter "CWx* " where "x" = the amendment number. Ex: "CW2*" for CBA #2

<http://reportsint.nevcounty.net/FinancialReports/rdPage.aspx?rdReport=AllDepartments.Overbudget.Overbudget&rd>

Reach out to Dept. CFAO requesting clarification on un-addressed items. If no CBA is required, enter description into

[NewBookmark=True&rdAgReset=True&rdOgReset=True&rdDgReset=True](#)

[o Notes](#)

Attachment A

FY 2023-24 4th Quarter Consolidated American Rescue Plan Act Expenditure Plan Budget Amendment Request

Item	SBU Title	Org Code	Account	Current Budget	Adjustment	New Budget	Impact to GF Contingency	Impact to Budgeted Fund Balance	Description
AR4AD01	Other Financing Sources & Uses	111102062720000	538555	-	(22,673)	(22,673)	-	22,673	Reallocate adopted budget per Resolution 23-485 for project titled "Wildfire Related" into budget unit where costs realized.
	Emergency Management	1111207024140601	521525	-	22,673	22,673	-	(22,673)	
Subtotal					-		-	-	
AR4AD02	Emergency Medical & Preparedness	1111401074920108	530800	-	368	368	-	(368)	Reallocate adopted budget per Resolution 23-485 for project titled "Quarantine /Isolation Support" into budget unit where costs realized.
	Adult Behavioral Health	1111401104930107	530800	-	(368)	(368)	-	368	
Subtotal					-		-	-	
AR4AD03	Adult Behavioral Health	1111401104930102	521520	-	46,520	46,520	-	(46,520)	Reallocate adopted budget per Resolution 23-485 for project titled "Quarantine /Isolation Support" into budget unit where costs realized.
	Adult Behavioral Health	1111401104930107	530800	-	(46,520)	(46,520)	-	46,520	
Subtotal					-		-	-	
AR4AD04	Other Financing Sources & Uses	111102062720000	538555	-	(36,820)	(36,820)	-	36,820	Reallocate adopted budget per Resolution 23-485 for project titled "Western County Workforce Housing" into budget unit where costs realized.
	Health & Human Services Admin	1111501014910601	521520	-	36,820	36,820	-	(36,820)	
Subtotal					-		-	-	
AR4AD05	County Executive Office	1111101032710601	521525	-	(146,000)	(146,000)	-	146,000	Reallocate previously adopted ARPA budget per Resolution 23-485 to facilitate new project titled "General Revenue Loss" per Resolution 24-412.
	Other Financing Sources & Uses	111102062720000	538555	-	(4,933,000)	(4,933,000)	-	4,933,000	
	Other Financing Sources & Uses	111102062720601	550755	-	7,266,000	7,266,000	-	(7,266,000)	
	Capital Facilities Projects	1111108012720601	540600	-	(650,000)	(650,000)	-	650,000	
	IGS Administration	1111110035310000	538555	-	(1,000,000)	(1,000,000)	-	1,000,000	
	Information Systems	1111110075310601	521525	-	(537,000)	(537,000)	-	537,000	
Subtotal					-		-	-	
AR4AD06	Other Financing Sources & Uses	1112102062720000	532200	-	644,000	644,000	-	(644,000)	Reallocate previously adopted ARPA budget per Resolution 23-485 for project titled "Sanitation District Revenue Support" to Local Agency and Tribal Consistency Fund per Resolution 24-412.
	Sewage Collection & Disposal	1112910057090000	538555	-	(644,000)	(644,000)	-	644,000	
Subtotal					-		-	-	
GRAND TOTAL					-		-	-	

Releasing Fund Balance

Fund	Fund Name	Net Change
0101	GENERAL FUND	-
1113	FISH & GAME	-
1114	ROADS	-
1119	PROPERTY MAINT/NUISANCE	-
1120	CAPITAL FAC. MITIGATION	-
1123	COMMUNITY DEVELOPMENT AGY	-
1124	ENV HEALTH PENALTIES	-
1125	CHILD SUPPORT SERVICES	-
1130	FOREST RESERVES	-
1131	RECYCLED OIL BLOCK GRANT	-
1139	WWE ESCROW ACCT	-
1141	AUTOMATED WARRANT SYSTEM	-
1144	NEV CO ALCO PC 1463.16	-
1145	DRUG EDUCATION TRUST	-
1146	ALCOHOL EDU PG PC1463.25	-
1147	EMERG MEDICAL SERV ASSMT	-
1150	LOCAL BIOTRRISM PREPARDNS	-
1153	DOMESTIC VIOLENCE PRG	-
1154	MICROGRAPHICS	-
1155	SS# TRUNCATION	-
1156	CHILDREN'S TRUST AB-2994	-
1157	AUTOMATION	-
1165	PUBLIC LIBRARY	-
1168	CIVIL FEE - AB709	-
1169	ATTACHMENT ASSMT FEE	-
1171	RURAL & SMALL CO L.A.P.	-
1186	COMM FAC DIST #1990-1WLDW	-
1190	CABLE INET & PEG	-
1268	WWE MELLO-ROOS	-
1304	CRIM JUST TEMP FAC CONST	-
1322	COM CORREC PERFORM INCENT	-
1323	CORRECT'L TRG-PROBATION	-
1324	CORRECT'L TRG-SHERIFF	-
1325	RIDGE ROCK QUARRY PROJ	-
1333	LDFP - LOC DET FACIL FUND	-
1335	HEALTH - VRIP	-
1336	RECORDER - VRIP	-
1339	INMATE WELFARE FUND	-
1350	WORKER'S COMP INS	-
1355	WILSON FAMILY TRUST	-
1356	KREA SPAY & NEUTER PRGM	-
1357	ANIMAL HEALTH FUND	-

1358	SPAY & NEUTER FUND	-
1359	WARD WELFARE FUND - JH	-
1369	DUI LAB FEES PC 1463.14	-
1400	ZONE 1 WESTERN NEV CO	-
1401	ZONE 2 EASTERN NEV CO	-
1419	YOU BET RD MAINTENANCE	-
1435	CDBG RE-USE/MISC INCOME	-
1450	FED ASSET FORFEIT FUND	-
1452	PROB ASSET FORFEIT FUND	-
1453	FINGERPRINT IDENT	-
1454	DA ASSET FORFEIT FUND	-
1457	D.A. ENVIRON. ENFORCEMNT	-
1468	PUBLIC SAFETY AUGMENT	-
1480	HLTH/WELFARE LOCAL TRUST	-
1481	LRF 2011 - HHSA	-
1482	LRF 2011 - PUBLIC SAFETY	-
1486	DISPUTE RESOLUTION	-
1512	MENTAL HLTH SVCS ACT FUND	-
1589	HLTH & HUMAN SVCS AGENCY	-
1603	TOBACCO EDUCATION PRG	-
1607	HOUSING & COMMUNITY SVC	-
1608	CALHOME PROGRAM INCOME	-
1610	USDA HPG	-
1611	HOME PROGRAM INCOME	-
1614	CALHOME	-
1618	DOE	-
1621	HOME	-
1626	NC RECREAT MITIG	-
1627	GV RECREAT MITIG	-
1628	TR RECREAT MITIG	-
1629	ESA-MITIGATION FUND	-
1630	DARKHORSE IMPROVEMENTS	-
1639	YOUTH OFFENDER BLOCK GRNT	-
1640	LAW ENFRMNT SVCS - JJCPA	-
1642	LAW ENFORCEMENT SVC FUND	-
1645	CDBG REHAB REVOLVING LOAN	-
1649	MOTOR VEHICLE LICENSE FEE	-
1650	CDBG ECON DEV REV. LOAN	-
1653	LIHEAP	-
1672	TAYLOR RD/HANSON JUDG	-
1675	GC 76104.6 STATE DNA ACT	-
1679	ANTI-DRUG ABUSE/GANG DIV	-
1680	ST ASSET FORFEITURE	-
1684	06EDBG/07EDEF	-

1700	CDBG-STBG	-
1711	CSBG-NONPROFITS-ADMIN	-
1712	CDBG-GEN PTA	-
1713	CDBG-ED-PTA	-
1785	TRANSIT RISK MGMT	-
3150	GOV'T DEBT SERVICE	-
3151	CSA 22 IMPROVEMENT FUND	-
3152	CSA 22 REDEMPTION FUND	-
3153	CSA 22 SPECIAL RSRV FUND	-
3154	CSA 22 EXPENSE FUND	-
3155	SOLAR PROJECT DEBT SERVICE FUND	-
3156	ENERGY CONSERVATION DEBT SERVICE FUND	-
3157	CAPITAL PROJECT FUND	-
3175	PRD HILLSDALE CT R/M	-
3176	PRD ECHO RIDGE DRIVE	-
3177	PRD CEDAR GLEN	-
3197	PRD GREENWOOD FST EST R/M	-
3213	CSA 13 ZN 2 TOM RAY R/M	-
3214	CSA 13 ZN 3 WOLF-UNPAVED	-
3215	CSA 1A ZN 1 WOLF CRK R/M	-
3216	CSA 2 BIRCH MEADOWS R/M	-
3220	CASCADE CROSSING PRD	-
3221	RIDGETOP AT HARMONY RIDGE	-
3230	CSA 22 ZN 1 THOROUGHbred R	-
3231	CSA 22 ZN 2 PONDEROSA WY	-
3232	CSA 1A ZN 2 CLOVER VLY R/	-
3233	CSA 24 ZN2 MTN LK EST R/M	-
3234	CSA 24 ZNS MTN LK EST F/F	-
3237	CSA 1A ZN 3 FAY RD R/M	-
3252	CSA 12 ZN1 ADAMSON RD R/M	-
3253	CSA 13 ZN1 WOLF-PAVED R/M	-
3254	CSA 14 ZN RETRAC WAY R/M	-
3258	CSA 18 IWB NORTH R/M	-
3260	CSA 12 ZN2 TROTTER RD R/M	-
3261	CSA 21 SHARON OAKS R/M	-
3263	CSA 24 ZN1 OAKCREST RNCH	-
3264	CSA 38 ZN 2 WILDWOOD RIDG	-
3271	CSA 14 ZN2 CREEKVIEW R/M	-
3273	CSA 14 ZN4 HILL TOP R/M	-
3282	PRD ALTAIR R/M	-
3283	PRD INDIAN TRAILS	-
3284	PRD AMERICAN HILL ESTATES	-
3285	PRD SKI TOWN 11 S/R R/M	-
3286	PRD PERIMETER RD R/M	-

3288	PRD BLUE TENT RD R/M	-
3289	PRD RIDGE VIEW WDLND R/M	-
3290	PRD LONG VALLEY ROAD	-
3291	PRD MERRILL COURT	-
3292	PRD BIG SPRING BENEFIT ZN	-
3294	PRD CANYON CRK EST R/M	-
3437	PRD DARKHORSE R/M	-
3440	PRD RATTLESNAKE RIDGE EST	-
3470	PRD HIDDEN GLEN R/M	-
3631	FINANCE AUTHORITY	-
4116	AIRPORT	-
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4118	SOLID WASTE - EASTERN	-
4201	SD Z4 NSJ SEWER ASSMT	-
4281	TRANSIT	-
4290	FLEET MANAGEMENT	-
4291	FLEET SERVICES	-
4292	FLEET ROAD EQUIP	-
4332	CENTRAL SERVICES	-
4352	VISION SELF-INSURANCE	-
4355	UNEMPLOYMENT INSURANCE	-
4356	GEN LIABILITY SELF-INS	-
4498	DENTAL SELF-INSURANCE	-
4700	WASTE WATER MGMT WESTERN	-
4727	LWW DEBT ASSESSMENT FUND	-
4728	SD Z1 LWW O&M	-
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4730	SD Z1 LWW CAPITAL IMPROV	-
4733	CS DEBT ASSESSMENT FUND	-
4734	SD Z8 CASCADE SHORES O&M	-
4735	SD Z8 CASCADE SH CAP IMP	-
4736	SD Z4 NORTH SAN JUAN O&M	-
4740	SD Z2 LOP O&M	-
4741	SDZ2 LOP LASALLE PROJ FND	-
4742	SD Z2 LOP CAPITAL IMPROVE	-
4743	LOP DEBT ASSESSMENT FUND	-
4749	SD Z5 GOLD CREEK O&M	-
4751	SD Z7 MTN LAKE EST O&M	-
4771	SD Z6 PENN VALLEY O&M	-
4772	PENN VALLEY CAP IMPROVE	-
4775	SD Z12 VALLEY OAK CT O&M	-
4789	SD Z11 HIGGINS VILLAGE	-
4796	SD Z9 EDEN RANCH O&M	-
5492	CDA EIR CUSTOMER DEPOSITS	-

TOTAL

-

Increasing Fund Balance

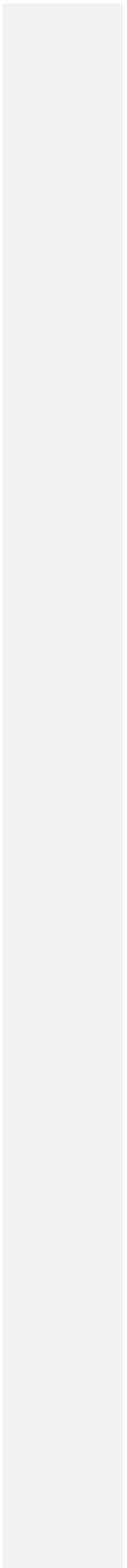
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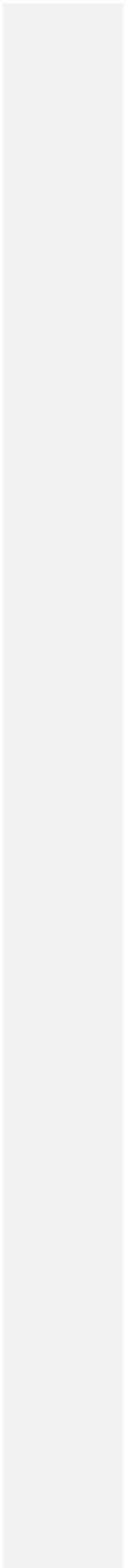
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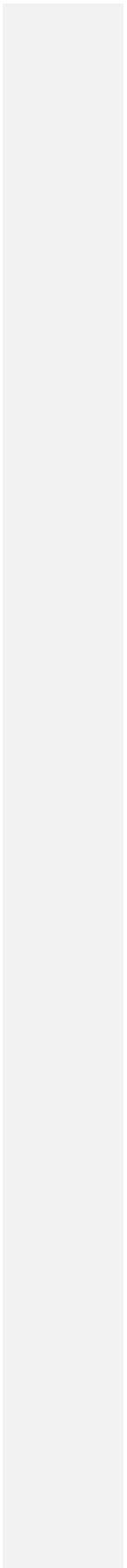
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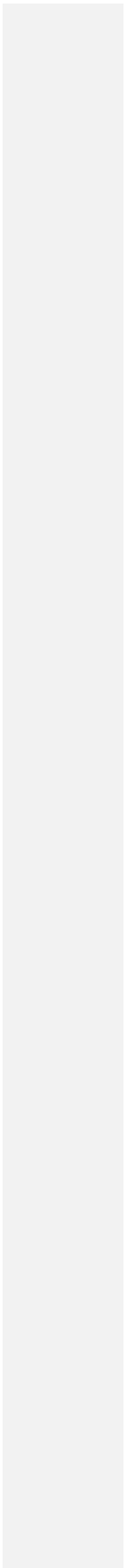
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3286	PRD PERIMETER RD R/M	-
3288	PRD BLUE TENT RD R/M	-
3289	PRD RIDGE VIEW WDLND R/M	-
3290	PRD LONG VALLEY ROAD	-
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3437	PRD DARKHORSE R/M	-
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3470	PRD HIDDEN GLEN R/M	-
3631	FINANCE AUTHORITY	-
4116	AIRPORT	-
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4201	SD Z4 NSJ SEWER ASSMT	-
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4291	FLEET SERVICES	-
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4771	SD Z6 PENN VALLEY O&M	-
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4789	SD Z11 HIGGINS VILLAGE	-

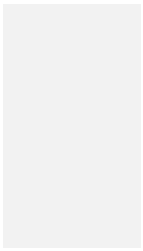
4796	SD Z9 EDEN RANCH O&M	-	
5492	CDA EIR CUSTOMER DEPOSITS	-	
TOTAL		-	
	Decrease less Increase	-	
	From Template	-	<- See I
	Discrepancy	-	





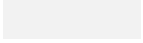






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Instructions Tab



CONTROL NUMBER	ORG CODE	ORG CODE TITLE	ACCOUNT	ACCOUNT TITLE
AR4AD01	1111102062720000	APRA OTH FINANC	538555	ARPA REIMBURSEM
AR4AD01	1111207024140601	OTHER22	521525	PROF SVC-SUBREC
AR4AD02	1111401074920108	QUARANTINE SUPP	530800	CARE AND SUPPOR
AR4AD02	1111401104930107	QUARANTINE SUPP	530800	CARE AND SUPPOR
AR4AD03	1111401104930102	ARPA-BH MOBILE	521520	PROFESSIONAL SE
AR4AD03	1111401104930107	QUARANTINE SUPP	530800	CARE AND SUPPOR
AR4AD04	1111102062720000	APRA OTH FINANC	538555	ARPA REIMBURSEM
AR4AD04	1111501014910601	WEST COUNTY WOR	521520	PROFESSIONAL SE
AR4AD05	1111101032710601	ARPA CEO GRANTS	521525	PROF SVC-SUBREC
AR4AD05	1111102062720000	APRA OTH FINANC	538555	ARPA REIMBURSEM
AR4AD05	1111102062720601	GRANT SUPPORT &	550755	TRANSFERS OUT A
AR4AD05	1111108012720601	ARPA CEO CAP AS	540600	OTHER EQUIPMENT
AR4AD05	1111110035310000	APRA IGS ADMIN	538555	ARPA REIMBURSEM
AR4AD05	1111110075310601	ARPA INFORMATIO	521525	PROF SVC-SUBREC
AR4AD06	1112102062720000	APRA LOCAL CONS	532200	CONT TO NON-CO
AR4AD06	1112910057090000	LATCF SAN DIST	538555	ARPA REIMBURSEM

PERIOD	FISCAL YEAR	DESCRIPTION	CURRENT BALANCE	ADJUSTMENT AMOUNT
13	24	ARPA CBA4	5302303.56	-22673
13	24	ARPA CBA4	-22672.53	22673
13	24	ARPA CBA4	-368.38	368
13	24	ARPA CBA4	0	-368
13	24	ARPA CBA4	-140115.87	46520
13	24	ARPA CBA4	0	-46520
13	24	ARPA CBA4	5302303.56	-36820
13	24	ARPA CBA4	-36820	36820
13	24	ARPA CBA4	29.02	-146000
13	24	ARPA CBA4	5302303.56	-4933000
13	24	ARPA CBA4	0	7266000
13	24	ARPA CBA4	650000	-650000
13	24	ARPA CBA4	1000000	-1000000
13	24	ARPA CBA4	787339.44	-537000
13	24	ARPA CBA4	-644000	644000
13	24	ARPA CBA4	644000	-644000

ADJUSTMENT BALANCE ENTERED BY

309810.56 banderso
0.47 banderso
-0.38 banderso
-46888 banderso
-93595.87 banderso
-46888 banderso
309810.56 banderso
0 banderso
-145970.98 banderso
309810.56 banderso
7266000 banderso
0 banderso
0 banderso
250339.44 banderso
0 banderso
0 banderso

Total Adjustments:	-
From Template:	-
Discrepancy:	-

<- See Instructions Tab

Report Run: DATE

Ofc1	Fund, SBU	FundSBU Title	Class
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Budget Amt	Expenditure Amt	Encumbrance Amt	Current Budget Balance *

Pending AP Batches (click for detail)

Pending Journal Batches (click for detail)

Balance with Pending Transactions *

Pending Transfers (click for detail)



Pending Amendments (click for detail)

SBU	SBU_Name
10101	Clerk of the Board
10102	Annual Audit Service
10103	County Executive Office
10201	Assessor
10202	Auditor/Controller
10203	Treasurer/Tax Collector
10204	Purchasing
10205	Collections
10206	Other Financing Sources & Uses
10207	Trial Court Funding
10209	WWE Escrow Account
10210	Comm Fac Dist No. 1990-1 WWE
10212	Provision for Contingency
10213	MVLF License Fees
10214	Building Debt Financing
10301	County Counsel
10401	Personnel Services
10501	Elections
10702	Facilities Management
10801	Capital Facilities Projects
10803	Criminal Justice Temp Facility Const
10805	Capital Projects
10902	Economic Development
11001	Assessment Appeals Board
11003	IGS Administration
11004	Insurance – Property & Casualty
11005	Risk Management Administration
11006	Historical Landmarks
11007	Information Systems
11008	Geographic Information Systems
11009	Surveyor
11010	Cable TV Services
11011	Insurance – Probation Fire Insurance
11012	Transit Self-Insurance
11015	Insurance – Workers’ Compensation
11016	Other Debt Financing
20101	Court Security
20102	Grand Jury
20103	District Attorney
20107	Public Defender
20109	Child Support Services
20111	Conflict Indigent Defense
20112	Dispute Resolution Fund
20113	2011 Rlgn–Low Level Offender/Parole
20114	2011 Realignment – Adult Post Release Community Supervision
20115	2011 Realignment–Trial Court Security

20116	2011 Realignment PRCS/Parole
20117	Public Defender PRCS/Parole Realignment
20118	2011 Realignment–Juv JusticeYOBG/Re-Entry
20201	Sheriff Services
20202	2011 Realignment–Law Enforcement Activities
20203	Juvenile Justice/Probation LLES Realignment
20204	Dispatch Services
20301	Corrections
20302	Inmate Medical Services
20304	Truckee Operations
20310	Juvenile Hall
20320	Probation
20601	Agriculture Services
20602	Building Inspection
20603	Weights & Measures
20701	Recorder
20702	Emergency Management
20704	Animal Control
20705	Fish & Wildlife
20707	CDA Administration
20708	Planning
20709	Code Compliance
20710	Public Safety Augmentation
20711	Cannabis Compliance
30100	DPW Administration
30101	Roads Administration
30102	Mitigation Funds
30103	CSA / PRD
30104	Roads – Engineering
30107	Roads – Maintenance
30120	Electrical Service Availability
30154	Roads – Capital Improvements
40101	Public Health Administration
40102	Health & Wellness
40103	Behavioral Health Administration
40104	Children’s Behavioral Health
40105	Alcohol & Drug Programs
40107	Emergency Medical & Preparedness
40108	Environmental Health
40109	County Medical Services Program
40110	Adult Behavioral Health
40114	Public Health Client Services
40118	Social Services Realignment
40119	Behavioral Health Realignment
40120	Environmental Health Realignment
40121	Public Health Realignment
40122	Juvenile Hall Realignment

40123	Vector Control
40129	Health CCS Realignment
40130	Behavioral Health 2011 Rlgn.
40140	SB 163 California Wraparound
40401	Solid Waste – Oil
40402	Solid Waste Administration
50101	Health & Human Services Admin
50102	Social Services Admin
50103	Adult Services Admin
50104	Child Welfare Services Admin
50105	Eligibility Services Admin
50204	Child Welfare Services Assist
50205	Eligibility Services Assist
50206	In-Home Supportive Services
50207	Social Services 2011 Realignment
50501	Veterans Services
50601	Housing Services Administration
50602	Community Services
50603	Energy Assistance
50604	Homebuyer Assistance
50605	Housing Development & Rehab
50608	Victim/Witness Assistance Center
50609	Regional Housing Projects
60201	Library
60301	Farm Advisor
60401	Conservation
70101	Recreation Mitigation Fees
70102	Recreation
91001	Solid Waste – Western
91002	Solid Waste – Eastern
91003	Transit Services
91004	Airport
91005	Sewage Collection & Disposal
91006	Sewer Assessment
92001	Fleet Management
92002	Insurance – General Liability
92003	Insurance – Benefits
92004	Central Services
92005	Fleet Services
92006	Energy Services Program
92007	Fleet Road Equipment
93010	Finance Authority