

# Memo

**To:** Board of Supervisors  
**From:** Shelton Vance  
Comptroller   
**CC:**  
**Date:** July 2, 2014  
**Re:** Insurance Adjustment

---

An adjustments is needed related to insurance expense for employee number 3001. \$31.48 should be moved from the Road Fund (150) to the Self-Insurance Fund (015).

The employee was off on unpaid leave for a portion of the months of May and June. Policy entitles him to insurance when he works any portion of the month. However, without a paycheck being issued, the insurance accrual did not occur.

Please approve this transfer of \$31.48 from Fund 150 to Fund 015.