



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: November 18, 2025

DATE: Thursday, November 13, 2025

TO: Board of County Commissioners

FROM: Ryan Gustafson, Agency Director, Human Services Agency
(775)785-8600, rgustafson@washoecounty.gov

THROUGH: Kate Thomas, Interim County Manager

SUBJECT: Recommendation to approve a net-zero cross-fund budget appropriation transfer from Human Services Agency Homelessness Fund (F223) to Human Services Agency Indigent Fund (F221) in the amount of [\$34,442; including the purchase and/or use of prepaid cards/gift cards for participant incentives]. This amount represents a monetary donation from the Estate of Victor G. Bucher, which was incorrectly approved for deposit into F223. If approved, direct Finance to make the necessary cross-fund transfer. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve a net-zero cross-fund budget appropriation transfer from Human Services Agency Homelessness Fund (F223) to Human Services Agency Indigent Fund (F221) in the amount of [\$34,442; including the purchase and/or use of prepaid cards/gift cards for participant incentives]. This amount represents a monetary donation from the Estate of Victor G. Bucher, which was incorrectly approved for deposit into F223. If approved, direct Finance to make the necessary cross-fund transfer.

Washoe County Strategic Objective supported by this item: Vulnerable Populations.

PREVIOUS ACTION

On October 14, 2025, the Board accepted various donated items along with a monetary donation from the Estate of Victor G. Bucher in the amount of [\$34,442].

BACKGROUND

Washoe County Code 15.140(1)(d) reads: 1. The Board of County Commissioners: (d) has sole authority to receive donations of personal property where the personal property has a value, singly or in the aggregate, of \$5,000.00 or greater from a contributor during a fiscal year.

Washoe County Code 15.140(1)(e) reads: 1. The Board of County Commissioners: (e) Must be notified when an officer or employee of a county department or agency accepts non-federal

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personal property for the use and benefit of the County where the personal property has a value, singly or in the aggregate, of less than \$5,000 from a contributor during a fiscal year. In such event, the officer or employee must notify the Board of County Commissioners in writing of the acceptance.

Washoe County Code 15.160(3) reads: An officer or employee of a county department or agency shall not accept, amend, or supplement a grant, and except as otherwise provided in section 15.140(1)(e), shall not accept, amend, or supplement a contribution of money or property without approval by the Board of County Commissioners.

FISCAL IMPACT

Should the Board accept the donation, the FY26 budgets for the Homelessness Fund (F223) and Indigent Fund (F221) will need to be adjusted with the following cross-fund net-zero appropriation transfer:

Fund	Cost Center/Project	G/L Account	Budget Change
Homelessness Fund (223)/Homelessness	IO – 20540 General Cares Campus Donations	484000 – Revenue – Donation, Contra-Oper	(\$34,442)
Homelessness Fund (223)/Homelessness	IO – 20540 General Cares Campus Donations	710500 – Expenditure – Other Expense	(\$34,442)
Indigent Fund (221)	IO – 20559 V. Bucher Donation	484000 – Revenue – Donation, Contra-Oper	\$34,442
Indigent Fund (221)	IO – 20559 V. Bucher Donation	710313 – Expenditure – Gift Cards/Incentives	\$1,440
Indigent Fund (221)	IO – 20559 V. Bucher Donation	710500 – Expenditure – Other Expense	\$33,002

RECOMMENDATION

Recommendation to approve a net-zero cross-fund budget appropriation transfer from Human Services Agency Homelessness Fund (F223) to Human Services Agency Indigent Fund (F221) in the amount of [\$34,442; including the purchase and/or use of prepaid cards/gift cards for participant incentives]. This amount represents a monetary donation from the Estate of Victor G. Bucher, which was incorrectly approved for deposit into F223. If approved, direct Finance to make the necessary cross-fund transfer.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to approve a net-zero cross-fund budget appropriation transfer from Human Services Agency Homelessness Fund (F223) to Human Services Agency Indigent Fund (F221) in the amount of [\$34,442; including the purchase and/or use of prepaid cards/gift cards for participant incentives]. This amount represents a monetary donation from the Estate of Victor G. Bucher, which was incorrectly approved for deposit into F223. If approved, direct Finance to make the necessary cross-fund transfer."*