

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: 6-25-96  
AGENDA ITEM NO.: 6

DEPARTMENT: Superior Court

BY: Richard McMechan

PHONE: 966-2005

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes \_\_\_ No X)

Approve transfer of funds for purchase of personal computer, printer, and software for use in the court clerk's office. Administrative clerk is currently responsible for preparing several reports for Judicial Counsel that are available on disk but because there is no PC in the clerk's office these reports are prepared manually. These reports are very time consuming and labor intensive. It is estimated that use of a PC could cut the time required for preparing these reports by half. This PC would also be compatible with the new computer systems currently being considered by the courts.

Funds are currently available from the courts interpreter and reporter line items. Due to settlement of several cases that were set for the months of May and June this money has recently become available for transfer for the fixed asset requested.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board has approved requests for replacement of equipment and up grades in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Administrative clerk will be spending time preparing annual and quarterly reports that could be spent in a more productive area.

COSTS:	( ) Not Applicable	\$	
A.	Budgeted current FY	\$	
B.	Total anticipated costs	\$	<u>3,500</u>
C.	Required additional funding	\$	
D.	Internal transfers	\$	<u>3,500</u>

SOURCE:	( ) 4/5ths Vote Required	\$	
A.	Unanticipated revenues	\$	
B.	Reserve for contingencies	\$	
C.	Source description:		
Balance in Reserve for Contingencies,			
if approved: \$ _____			

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK'S USE ONLY:		Ord. No.	_____
Res. No.:	<u>96-294</u>	Nees:	_____
Vote - Ayes:	<u>5</u>	Abstained:	_____
Absent:	_____	( ) Denied	_____
( ) Approved	_____	( ) No Action Necessary	_____
( ) Minute Order Attached	_____		

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_  
A.O. Initials: [Signature]

COUNTY OF  
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Superior Court

CONTACT: R.L.McMechan

DATE: June 10, 1996

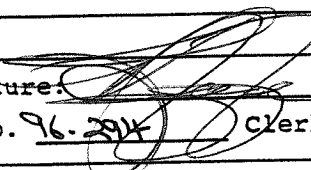

PHONE 966-2005

ACTION REQUESTED: (Check All That Apply)

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
- ( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;
- ( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)
- ( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under \$50.00 to accommodate minor variations from the budget.

FUND/DEPT/ACCT NO.	LINE ITEM DESCRIPTION	AMOUNT (FROM)/TO
326-0201-511- <sup>04</sup> 40-25	Interpreter	< \$2,000 > (\$2,600)
326-0201-511-04-21	Reporter	< <del>1,900</del> > \$1,500
326-0201-511-06-81	PC and Printer	\$3,500

Justification: Efficiency in preparing reports and budgets

Department Head Signature:  Date: 6/10/96  
 Approved By: Res. No. 96-2914 Clerk:  Date: 6-25-96  
 Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

AUDITOR'S USE ONLY:

Description: \_\_\_\_\_ Transfer No.: \_\_\_\_\_  
 \_\_\_\_\_ B.R. No.: \_\_\_\_\_