

96-507

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: December 17, 1996
AGENDA ITEM NO.: CA-6

DEPARTMENT: Administration

BY: Jeffrey G. Green
Acting CAO

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No x)

Resolution Transferring Funds from Administration Salary Savings to Fixed Assets for the Purchase of a 4-Drawer Lateral File Cabinet(\$550)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Attached is a request from the Executive Secretary, Administration, for the purchase of a filing cabinet to accommodate the growing need of file space in Administration. The expense is recommended to be transferred from salary savings in Administration. The savings is a result of the three month County Administrative Officer vacancy which amounts to approximately \$15,000.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- The Board may deny the request and no expenditure will be made for this fixed asset, however, this is an opportune time to improve office space usage by this purchase.

COSTS: () Not Applicable A. Budgeted Current FY \$ 0 B. Total Anticipated Costs \$ 550 C. Required Additional Funding \$ 550 D. Internal Transfers \$ 550 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: _____ Memorandum dated 12/6/96 from Executive Secretary to Acting CAO _____ Budget Action Form _____ _____ _____ _____
CLERKS USE ONLY: Res. No. <u>96-507</u> Ord. No. _____ Vote - Ayes: <u>5</u> Noes: _____ Absent: _____ Abstained: _____ Approved () Denied () Minute Order Attached () No Action Necessary 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		ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: _____ Recommended _____ Not Recommended _____ For Policy Determination _____ Submitted with Comment _____ Returned for Further Action Comment: _____ _____ CAO's Initials: <u>JG</u>

COUNTY OF
MARIPOSA
BUDGET ACTION FORM

DEPT/DIV: Administration

CONTACT: Susan Lyons, Executive Secretary

DATE: December 17, 1996

PHONE: 209-966-3222

ACTION REQUESTED: (Check All That Apply)

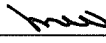
- Budget appropriation by Board of Supervisors** (4/5ths Vote Required): Amending the total amount available in the County budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;
- Transfer by Board of Supervisors** (3/5ths Vote Required): Moving existing appropriations 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.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (\$)</u> <u>(FROM)/TO</u>
001-0102-412-0101	Admin Salaries - County Admin Officer	(550.00)
001-0102-412-0678	Admin Fixed Assets - File Cabinet	550.00

Justification: Purchase of File Cabinet for Administration from County Administrative Officer Salary Savings.

Department Head Signature: 

Date: 12-6-96

Approved By: Res. No. 96-507 Clerk: 

Date: 12-17-96

Administrator: _____

Date: _____

Auditor: _____

Date: _____

AUDITOR'S USE ONLY:

Description: _____

Transfer No.: _____

B.R. No.: _____