

DEPARTMENT: Human Services/CA

BY: Cheryle Rutherford-Kelly
PHONE: 966-2442

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board approve intrabudget transfers within Fund 335 to reflect actual program expenditures for Fiscal Year 2002-2003.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please See Attached Memo.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Please See Attached Memo.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		Board Memo, Page 1
Source:		Budget Action Form, Page 2
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 03-291 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 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

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

CAO: RA



MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2131 • Fax (209) 966-5943

Alcohol & Drug Community Action Housing Authority Mental Health Public Guardian/Conservator Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

July 22, 2002

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Community Action Programs / FY 2002-2003 Budget Transfer

RECOMMENDATION

It is respectfully recommended that your Board approve intrabudget transfers within Fund 335 to reflect actual program expenditures for Fiscal Year 2002-2003.

BACKGROUND and CURRENT SITUATION

Community Action provides services to vulnerable populations including the elderly and disabled. The agency accepts State allocated monies for both Calaveras and Mariposa Counties and distributes these monies to an array of community-based organizations. Grants that provide funding for the agency's activities have varying contract periods that generally do not coincide with the County's fiscal years. Budgets reflect the best estimate of activity that will occur within the County fiscal year based on contract allowances, contract periods and anticipated need.

In order to pay outstanding bills, including reimbursement to community based delegate agencies, Community Action will need to use the contingency provided. The attached budget action will allow such payment as well as make adjustments to other line items within the fund to reflect actual contract-compliant expenditures.

FINANCIAL

The attached budget action form shows the needed entries to close out the fiscal year for budget unit 335. The Fund 335 Contingency is being moved to expenditure line items as needed to cover payments to delegate agencies and other expenditures. Other miscellaneous adjustments are being made to adjust balances at year-end.

There are no County dollars involved and the action will have no impact on the General Fund.

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
335	0514	941.01-20	Network Administrator		82	
335	0514	941.03-01	Benefits		500	
335	0514	941.03-02	Grp Health for Retirees		180	
335	0514	941.04-12	Maintenance of Equipment		1,068	
335	0514	941.04-17	Office Expense		100	
335	0514	941.04-19	Prof Serv/WX/Pub Works	H046A	3,525	
335	0514	941.04-34	Client Services		5,375	
335	0514	941.04-35	Materials	H046A	2,600	
335	0514	941.04-37	CSBG Delegate Agency	H045C	18,800	
335	0514	941.04-41	Storage	H046A	177	
335	0514	941.04-42	Overhead		43	
335	0514	941.01-44	Contract Administrator			800
335	0514	941.04-13	Maintenance of Buildings	H045A		2,050
335	0514	941.04-15	Memberships			270
335	0514	941.04-18	Professional Services			745
335	0514	941.04-29	Pub & Legal Notices			850
335	0514	941.04-31	Rents & Leases-Buildings	H045A		345
335	0514	941.04-38	Other Expenses			600
335	0514	941.04-62	Computer Equipment	H045A		400
335	0514	941.04-71	Copier Expense			800
335	0514	941.04-80	Equipment under \$1000			950
335	0514	941.04-90	Training & Seminars			250
335	0514	941.04-91	Private Vehicle Use			700
335	0514	941.10-90	Appropriation CONTINGENCY			23,690
TOTALS					32,450	32,450

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 transferring appropriation from Contingencies
- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to
- Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to

JUSTIFICATION: Year-end Budget Adjustment

DEPT HEAD SIGNATURE *[Signature]* DATE 7-24-03
 APPROVED BY RES NO. 03-291 CLERK *[Signature]* DATE 8-12-03

DEPARTMENT _____

AUDITOR'S USE ONLY
BA #