

DEPARTMENT: Community Services

BY: Mary Williams/966-5315

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes_()_No_(x))

Approve budget action transferring appropriations to cover additional overtime salary and benefits the Assistant Cook incurred in order to cover for the Cook who was out on an extended medical leave. Granting compensating time off creates a hardship at a time when the Cook cannot lift heavy kitchen items. May is also Senior Awareness Month with increase in senior participation and special events requiring the full services of the Assistant Cook.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board needs to approve appropriations between categories within a budget unit.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Give direction to the staff.

COSTS: () Not Applicable

A. Budgeted current FY \$ -0-

B. Total anticipated costs \$ 533

C. Required additional funding \$ 533

SOURCE: () 4/5ths Vote Required

A. ~~Unanticipated revenues~~ Internal Transfers \$ 533

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

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

Budget Action

CLERK'S USE ONLY:

Res. No.: 03-185 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: ML

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

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
342	0517	714.02-30	Overtime		388	
342	0518	715.02-30	Overtime		129	
342	0517	714.03-01	Benefits		12	
342	0518	715.03-01	Benefits		4	
342	0517	714.04-33	Raw Food			400
342	0518	715.04-33	Raw Food			133
TOTALS					533	533

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS					0	0

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 another, or between categories within a budget unit;

JUSTIFICATION Transfer funds to cover Assistant Cook overtime hours and benefits due to Cook's extended medical leave.

DEPT HEAD SIGNATURE Mary E. Williams DATE 5-14-03

APPROVED BY RES NO. 03185 CLERK [Signature] DATE 5.27.03

AUDITOR'S USE ONLY