

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: October 9, 1990
AGENDA ITEM NO: 7-B

HOUSING AND COMMUNITY DEVELOPMENT AGENCY
BY: James F. Evans

PHONE: 966-6121

RECOMMENDED ACTION AND JUSTIFICATION:

Authorization for the Mariposa County Housing and Community Development Agency to maintain a \$50.00 petty cash fund.

This action is necessary to allow for the purchase of small items such as film, batteries, sundries, etc for the two offices. In addition, it will reduce administrative time in processing payment for small items.

HCD Director to take personal responsibility for maintenance of the petty cash fund.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action would cancel the request and continue to procedure of processing small items for payment.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

SPECIAL INSTRUCTIONS:
List the attachments and number pages accordingly:

SOURCE: () 4/5ths vote required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies,
if approved: \$ _____

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CLERK'S USE ONLY:

Resolution No.: 90-482

Ordinance No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstain: _____

MWS Approved () Denied

() Minute Order Attached

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

Attest: MARGIE WILLIAMS

Clerk of the Board of Supervisors

County of Mariposa, State of CA

By: _____

Deputy Clerk of the Board

ADMINISTRATIVE OFFICER'S
RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- Policy Determination
- Submitted w/ Comment
- Returned for further action

Comment: _____

A.O. Initials: MWS

by mws