DEPARTMENT: Tourism

BY: Susan T. Crain
PHONE: 966-3685

RECOMMENDED ACTION AND JUSTIFICATION: Approve budget action transferring funds within the Tourism Budget. This transfer is necessary due to unanticipated expenses caused by the vacancy of the Sr. Office Assistant position creating the necessity to use temporary help.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Historically the Board of Supervisors has approved transfers needed to cover necessary expenditures.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve budget action. There will be insufficient funds in the Extra-Help line item to pay for courthouse guides as originally budgeted.

<table>
<thead>
<tr>
<th>Financial Impact? (X) Yes ( ) No</th>
<th>Current FY Cost</th>
<th>Annual Recurring Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount in Budget: $11,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Funding Needed: $4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source: Internal Transfer X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unanticipated Revenue ______ 4/5’s vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Between Funds ______ 4/5’s vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency ______ 4/5’s vote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) General ( ) Other</td>
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<td></td>
</tr>
</tbody>
</table>

CLERK’S USE ONLY:
Res. No.: 85-565 Ord. No. ______
Vote – Ayes: ______ 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: ______

Revised Dec. 2002
<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0143491</td>
<td>0104</td>
<td>Sr. Office Assistant</td>
<td></td>
<td></td>
<td>$4,000</td>
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<tr>
<td>001</td>
<td>0143491</td>
<td>0201</td>
<td>Extra Help</td>
<td></td>
<td></td>
<td>$4,000</td>
</tr>
</tbody>
</table>

**TRANSFERS BETWEEN FUNDS**

**TOTALS** $4,000 $4,000

**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 Reserves 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;

**JUSTIFICATION:** This transfer is necessary due to unanticipated expenses by the vacancy of the Sr. Office Assistant creating the necessity to use temporary help. A budget adjustment will be made at mid-year.

**DEPT HEAD SIGNATURE:**

**DATE:**

**APPROVED BY RES NO.: 05-585**

**DATE:** 12-6-05

**TOURISM**

**Auditor's Use Only**

**BA#**