DEPARTMENT: Administration

BY: Rich Inman
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action transferring money from Assessment Appeals to Board of Supervisors for the purchase of a new file cabinet ($600). Due to increased number of contracts and agreements and tracking/documenting requirements, an additional file cabinet is necessary for safe storage of such documents. The filing cabinet will have six drawers and be 36-inches wide. Currently these documents are stored in the vault, but space is becoming very limited and also takes staff away from office duties when down in the vault doing filing activities. The new file cabinet will also facilitate the sharing of original documents with County Counsel. Staff approached Facilities Maintenance staff to determine if there was a “used” file cabinet, but none could be located. Sufficient space has been identified within existing office space for the file cabinet. Funding is available in the Assessment Appeals budget unit because there has been little to no activity to date and no activity is anticipated through the remainder of this fiscal year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has routinely approved budget actions transferring funds to enable departments to purchase items not anticipated during budget preparation.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve budget action. Staff will continue to utilize the vault area and store inactive contracts and agreements in “banker” boxes.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $600
Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded
Amount in Budget: $0
Additional Funding Needed: $600
Source:
Internal Transfer  X
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.  Requested Action Recommended
Ord. No. _______ No Opinion
Vote – Ayes:  Comments:
Noes: _______
Absent: _______

( ) 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
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**TRANSFER BETWEEN FUNDS**

**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 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;

**JUSTIFICATION:** To purchase a six drawer, 36-inch wide filing cabinet for contracts and agreements.

**DEPT HEAD SIGNATURE:** [Signature]

**APPROVED BY RES NO.** 05-133

**CLERK ** [Signature]

**BOARD OF SUPERVISORS/ASSESSMENT APPEALS**

**AUDITOR’S USE ONLY**

**BA #**

Budget Revision Form Revised 11/95