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 increased 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.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>INTERNAL TRANSFER</th>
<th>SOURCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td>$0-</td>
<td>() 4/5ths Vote Required</td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td>$533</td>
<td>A. Transfers</td>
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<tr>
<td>C. Required additional funding</td>
<td>$533</td>
<td>B. Reserve for contingencies</td>
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</table>

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

Budget Action

CLERK'S USE ONLY:
Res. No: 05-27-03-083  Ord. No: 
Vote - Ayes:  ()  Denied:  () Abstained:  
Approved:  ()  Denied:  ()  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

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: [Initials]

Action Form Revised 5/92
### BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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</thead>
<tbody>
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<td>Overtime</td>
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<td>715.02-30</td>
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**TOTALS:** 
533      533

### TRANSFER BETWEEN FUNDS

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<th>DEBIT</th>
<th>CREDIT</th>
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</thead>
</table>

**TOTALS:** 
0      0

### ACTION REQUESTED:
( ) 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 L. Williams

**DATE**
5-14-03

**APPROVED BY RES NO.**
03-185

**CLERK**

**DATE**
5-22-03

**AUDITOR'S USE ONLY**