MARIPOSA COUNTY
DEPARTMENT OF HUMAN SERVICES
BY: Cheryle Rutherford-Kelly

RECOMMENDED ACTION AND JUSTIFICATION: POLICY ITEM: YES ( ) NO (X)

It is respectfully recommended that your Board authorize the Department of Human Services, Social Services Division, to transfer funds to cover unanticipated expenses in Professional Services, and Other Equipment.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attached.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Don't transfer the funds. This would prevent Social Services from meeting all of its financial obligations for the current year without overdrawing these two budget lines.

<table>
<thead>
<tr>
<th>COSTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted CURRENT FY $124,615</td>
</tr>
<tr>
<td>B. Total anticipated costs $171,410</td>
</tr>
<tr>
<td>C. Required add'l funding $</td>
</tr>
<tr>
<td>D. Internal transfers $46,795</td>
</tr>
</tbody>
</table>

SOURCE: ( ) 4/5's vote required

| A. Unanticipated revenues $ |
| B. Reserve for Contingencies $ |
| C. Source description: |

Balance in Reserve for Contingencies, if approved: $ |

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SPECIAL INSTRUCTIONS:
List the attachments and number pages accordingly:
Page 1: Board Memo
Page 2: Intrabudget Transfer

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CLERK'S USE ONLY:
Resolution No.: 02-28
Ordinance No.: 

Vote: Ayes: 4  Noes:  
Absent:  

Approved ( ) Denied ( ) Minute Order attached. ( ) No Action Necessary.
The foregoing instrument is a correct copy of the original on file in this office.
Date: 

MARGIE WILLIAMS
Clerk of the Board, County of Mariposa, State of California

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on Agenda as:  
Recommended  Returned for further action 
Not recommended  Submitted w/ comment 
Policy determination 

Comment: 

A.O. Initials: 

Deputy
June 14, 2002

TO: Members, Board of Supervisors  
FROM: Cheryle Rutherford-Kelly  
RE: Budget Transfers - Social Services Admin budget (001-0506)

Recommendation

It is respectfully recommended that your Board authorize the Department of Human Services, Social Services Division, to transfer funds to cover unanticipated expenses in Professional Services, and Other Equipment.

Background/ Current Information

Social Services has experienced a significant increase in Professional Services expenditures due to costs associated with the planning of a new building and to pay contractors to fill in for employee vacancies. This line also covers the cost of Child Welfare legal fees, which have increased approximately 20% over prior fiscal years.

The following obligations remain to be paid from Professional Services in the current fiscal year:

- $43,315  Architect
- 2,500  Fred Solomon
- 9,000  Personal Services Contractors/Boyer Temp
- 5,109  CWS legal fees
- $59,924  Total estimated obligations through 6/30/02
- 14,924  Balance available as of 5/31/02
- $45,000  Additional funding needed

Your Board kindly allowed us to purchase a new telephone system, and we incurred costs during the current fiscal year related to that new system. It was also necessary to replace the voice mail system at the Main Office when that system totally failed. Final costs for these systems totaled $1,795 more than estimated.

Financial

We anticipate at least $35,000 excess funding in CalWORKs Transportation, and $10,000 in CalWORKs Child Care. Those unspent funds can be used to cover the unanticipated Professional Services expenses.

We anticipate excess funding will be available in Computer Equipment, which can be used to cover the additional $1,795 for Other Equipment expenses.

We are simply transferring money at the close of the fiscal year to balance unused funds and dollars owed. There will be no County General Fund cost for any of the additional expenditures.
# BUDGET ACTION FORM

<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>0501-661</td>
<td>0418</td>
<td>Professional Services</td>
<td></td>
<td>$45,000</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501-661</td>
<td>0441</td>
<td>CalWORKs Transportation</td>
<td></td>
<td>$35,000</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501-661</td>
<td>0442</td>
<td>CalWORKs Child Care</td>
<td></td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0501-661</td>
<td>0644</td>
<td>Other Equipment</td>
<td></td>
<td></td>
<td>$1,795</td>
</tr>
<tr>
<td>001</td>
<td>0501-661</td>
<td>0642</td>
<td>Computer Equipment</td>
<td></td>
<td></td>
<td>$1,795</td>
</tr>
<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $46,795 $46,795

## TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>TRANSFER BETWEEN FUNDS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

### 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 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 cover unanticipated year end expenses.

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**DEPT HEAD SIGNATURE**: [Signature]

**DATE**: 6/18/02

**APPROVED BY RES NO.**: 09-228

**CLERK**: [Signature]

**DATE**: 6/20/02

**AUDITOR'S USE ONLY**: BA #

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Budget Revision Form Revised 11/95