Transfer $1,500 from Tax Collector’s Fixed Asset line item, to Tax Collector’s Lease Equipment line item.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The money was placed in fixed asset to purchase a new mail machine. The Board approved the lease option on the machine, so this money needs to be transferred in order for the Auditor to pay the lease bills.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Auditor states he is unable to do the transfer without board approval. The Auditor also states that he cannot pay the lease out of fixed asset line item.

COSTS: (x) Not Applicable
A. Budgeted Current FY $___________
B. Total Anticipated Costs $___________
C. Required additional funding $00
D. Internal Transfer $1,500

SOURCE: (x) 4/5ths Vote Required
A. Unanticipated Revenues $___________
B. Reserve for Contingencies $___________
C. Source Description: Balance left in Reserve for Contingencies, if approved $___________

CLERK’S USE ONLY:
Res. No.: 01-151 Ord. No. ________
Vote: Ayes: 5 Noes: 0
Absent: Abstained: 
Approved: (x) Denied: 
(x) Minute Order Attached (x) 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
By: ____________

Deputy

C.A.O. Initials: ____________

Action Form: 5/17/01
**TRABUDGET TRANSFER**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept.</th>
<th>Account</th>
<th>Description</th>
<th>Project</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0108</td>
<td>422-0644</td>
<td>Fixed Assets</td>
<td></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0108</td>
<td>422-0430</td>
<td>Lease of Equipment</td>
<td></td>
<td></td>
<td>1,500</td>
</tr>
</tbody>
</table>

**TOTALS:**

Explanation: *To pay lease payments on new mail machine approved by the Board.*

This form is used to transfer amounts within categories (salaries to salaries or services to services) within a budget unit. This can be done at the department level unless the amount exceeds $1,000 in any one line item. Any changes between categories or increases/decreases in the total amount of the budget must be approved by the Board of Supervisors on a Budget Action Form.

6-5-01  [Signature]  07-151

**Auditor’s Use Only**

Period: _____ Year: _____

BA#