DEPARTMENT: Public Works By: James J. Petropulos Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes __ No X )

Approve the Intrabudget Transfer of $1,000.00 to allow for proper allocation of funds for food purchases in the Facilities budget. Allocation originally budgeted in office expense (0417).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves intrabudget transfers to adjust for shortfalls and/or savings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve, it will be necessary to continue paying for food items out of account 0417, which will give us an inaccurate breakdown of spending.

COSTS: ( ) Not Applicable
A. Budgeted current FY> $__________
B. Total anticipated Costs> $__________
C. Required additional funding> $__________
D. Internal transfers> $ 1,000.00

SOURCE: ( ) 4/5th Vote Required
A. Unanticipated revenues> $__________
B. Reserve for contingencies> $__________
C. Source description: >

Balance in Reserve Contingencies, If Approved: $__________

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

1. Intrabudget Transfer

CLERK'S USE ONLY
Res. No.: 21-375 Ord. No.: __________
Vote - Ayes: 5 Noes: __________
Absent: ________ 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

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: Water purchases due to contaminated well at O.P.W.

C.A.O. Initials: __________________________
INTRABUDGET TRANSFER

DEPARTMENT: Facilities Maintenance

DATE: 11/08/01

<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>0128</td>
<td>473-0408</td>
<td>Food</td>
<td></td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0128</td>
<td>473-0409</td>
<td>Household</td>
<td></td>
<td></td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

TOTALS: 1,000.00  1,000.00

Explanation: To allow for food expenses originally allocated in 0417.

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.

DEPT. HEAD SIGNATURE:  

AUDITOR'S USE ONLY

Period: Year:

AUDITOR SIGNATURE: