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

It is requested and recommended that the Board approve a transfer of funds within the Family Support Collection SB 1530 grant fund budget from office supplies to fixed assets to be used to purchase the additional 4-drawer lateral file cabinet required to complete the change over to a lateral file system in the Family Support Division.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None relative to this specific request.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not purchase the needed lateral file cabinet.

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

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:

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

**DEPT/DIV:** FAMILY SUPPORT DIVISION  
**CONTACT:** SUE LINCOLN  
**DATE:** 12-28-93  
**PHONE:** 966-3626

**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;
- Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)
- Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0208-519-0417</td>
<td>Office Supplies</td>
<td>($700.00)</td>
</tr>
<tr>
<td>001-0208-519-0678</td>
<td>Fixed Assets - File Cabinets</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

**Justification:** Office is changing to later file system. Two lateral file cabinets were paid for in the original SB 1530 fund budget, however, these files are needed.

Department Head Signature: [Signature]  
Date: 12-29-93

Approved By: Res. No. 94-4  
Clerk: [Signature]  
Date: 1-4-94

Administrator: [Signature]  
Date: 12-29-93

Auditor’s Use Only:

Transfer No.:  
B.R. No.: