DEPARTMENT: Administration  BY: Mike Coffield  PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___  No____)

This item requests the Board's authority to transfer $3,200 from Services and Supplies to Fixed Assets to allow the purchase of an upgraded computer for the Administrative Officer. The current configuration using the laptop computer has insufficient capacity to allow the upgrade to current software versions, has limited additional storage, and is inefficiently slow. The upgrade will allow additional applications to be built to facilitate fiscal reporting and cost cutting proposals to support the negotiations process.

The existing laptop computer will be loaned to the Auditor's Office which has an extreme need for additional computing resources and for which this equipment will be satisfactory. Also, since it is a portable unit, it can be assigned to departments needing to make the computerized input into the budget process which will be required at least through the 1995-96 process. The additional capability in the Auditor's Office will allow the exchange of machine-readable information with Administration which will save significant time in this office.

BACKGROUND AND HISTORY OF BOARD ACTIONS: This item was withdrawn during the budget process to determine whether savings were possible in the current year appropriations. Savings will be sufficient to allow the subject transfer.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: The current configuration would continue in use and there would be no enhancement to financial reporting.

COSTS:  ( ) Not Applicable
A. Budgeted current FY
B. Total anticipated costs
C. Required additional funding
D. Internal transfers

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues
B. Reserve for contingencies
C. Source description:
Balance in Reserve for Contingencies, if approved:

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

CLERK'S USE ONLY:
Res. No.: 564  Ord. No.  Ayes:  Nays:  Abstained:
( ) Approved ( ) Denied ( ) 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: County of Mariposa, State of California

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
DEPT/DIV: Administration  CONTACT: Mike Coffield
DATE: 12-20-94  PHONE: 966-3222

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;

(XX) Transfer by Board of Supervisors (1/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

(   ) Transfer by Auditor: Transfers within the County budget under $50.00 to accommodate minor variations from the budget.

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<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT</th>
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<td>+ INCREASES</td>
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<td>- DECREASES</td>
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<td>REVENUE:</td>
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DISBURSEMENTS:

001-0102-412-0418  Prof. & Spec. Services  -3,200
001-0102-412-0677  Fixed Asset/Computer  +3,200

Justification: ___ for purchase of computer as detailed in the ___ Action form.

Department Head Signature: ___________________________  Date: 12-20-94

Approved By: Res. No. 94-564  Clerk: ___________  Date: ___________
Auditor: ___________________________  Date: ___________

AUDITOR’S USE ONLY:
Description: ___________________________  Transfer No.: ________
B.R. No.: ________

Budget Action Form Revised 6/94