MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: LYNNE ROBINSON, COUNTY CLERK

FROM: MARGIE WILLIAMS, CLERK OF THE BOARD

RE: FAX MACHINE AND BUDGET ACTIONS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on January 12, 1993

ACTION AND VOTE:

10:50 a.m. Lynne Robinson, County Clerk;
Resolution Appropriating Funds from Reserve for
Contingency to County Clerk's Budget for Additional
Cassette Tray for FAX Machine ($313) (4/5ths Vote
Required)
BOARD ACTION: Supervisor Baggett suggested departments
obtain written quotes for fixed assets for budgeting
purposes in the future. (M)Baggett, (S)Taber, Res. 93-
36 adopted/Ayes: Unanimous. (This action was
rescinded later this date.)

Based on information provided by Lynne Robinson, County
Clerk, that the invoice was adjusted for the FAX
machine, (M)Baggett, (S)Taber, Res. 93-41 adopted
rescinding Board's previous action to appropriate funds
from Reserve for Contingency/Ayes: Unanimous.

cc: Evelyn Billings, Auditor
    File
DEPARTMENT: Elections

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes__ No X)

Board approve transfer of funds from contingency to fixed assets to cover cost of extra cassette for Elections/Clerk/Court fax machine. Additional cassette necessary for 8½x14 documents.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Board approved fax for Elections and Court use within courthouse. State law requires that court accept case filings by fax and Secretary of State uses fax for most of their communications with the Elections Department.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Use Board of Supervisors fax machine for 8½x14 documents. Defeats purpose of having fax machine available for courthouse use.

COSTS:

A. Budgeted current PY
B. Total anticipated costs
C. Required additional funding
D. Internal transfer

SOURCE:

A. Unanticipated revenues
B. Reserve for contingencies
C. Source description:
   Balance in Reserve for Contingencies, if approved: $ 66,285

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Vote - Ayes: 4 / Absent: 
Min. Order Attached:

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:
COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Administration          CONTACT:___________________________

DATE: January 14, 1993          PHONE: _____________________________

ACTION REQUESTED: (Check All That Apply)

(X) 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 (FROM)/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-103-6-000</td>
<td>General Contingency</td>
<td>($313)</td>
</tr>
<tr>
<td>001-170-4-375</td>
<td>Fixed Assets (fax)</td>
<td>$313</td>
</tr>
</tbody>
</table>

Justification: Extra cassette was required and put cost of fax $313 over budget. John McCamman directed that it be paid from General Contingency.

Department Head Signature: ___________________________ Date: __________

Approved By: Res. No. _______ Clerk: _______ Date: __________

Administrator:

Auditor:

AUDITOR'S USE ONLY:

Description: ____________________________________________ Transfer No.: _______

B.R. No.: ______________________

Budget Action Form Revised 3/92