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

Pass and adopt this Resolution approving a transfer of funds from County Counsel's Travel budget to Fixed Assets to purchase a 4-drawer file cabinet. Monies will be transferred according to the budget action form attached hereto.

The purchase of a file cabinet will alleviate the file space problem in one of the cabinets located in the Courthouse vault. This cabinet is shared by the County's insurance files, maintained by Counsel as Risk Manager, and by the County's original agreements files, maintained by the Clerk of the Board. The insurance files contain original policies and other important insurance documents. This office has made a determination which files can be removed from the vault and moved to the new 4-drawer file cabinet which will be placed in Counsel's office.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve transfer.
COUNTY OF
MARIPosa

BUDGET ACTION FORM

DEPT/DIV: County Counsel  CONTACT: Jeffrey G. Green
DATE: 10/19/93  PHONE: 209/966-3222

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</th>
<th>FROM/TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM 001-0113-431-0449</td>
<td>Travel</td>
<td>($525.00)</td>
<td></td>
</tr>
<tr>
<td>TO 001-0113-431-0677</td>
<td>Fixed Assets</td>
<td>$525.00</td>
<td></td>
</tr>
</tbody>
</table>

Justification: The purchase of a file cabinet will alleviate the file space problem in one of the cabinets located in the Courthouse vault. This cabinet is shared by the County's insurance files, maintained by Counsel as Risk Manager, and by the County's original agreement files, maintained by the Clerk of the Board.

Approved By: Res. No. 98553 Clerk: Date: 10-1-93
Administrator: Date: 
Auditor: Date:

AUDITOR'S USE ONLY:

Description: Transfer No.: 
B.R. No.: 

Budget Action Form Revised 5/92