DEPARTMENT: Administration  BY: John W. McCamman  PHONE: 966-4744

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes  No x) Resolution transferring Board of Supervisors Salary Savings ($3,013) to Board of Supervisors Fixed Asset ($1,722) and County Counsel Fixed Asset (1,291)

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors will have a vacancy in the Secretary position for approximately three months during recruitment. Staff recommends that a portion of this salary savings be transferred to fixed assets for the purchase of lateral file cabinets to replace the larger cabinets of the Board and County Counsel.

The lateral cabinets take less space and therefore create more efficient use of office space than the present legal sized files in use. Since the office space is limited, these purchases are a very good use of the salary savings.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Do not approve the transfers.
2. Approve only a portion of the transfers.
3. Approve the transfer for fixed assets other than file cabinets.

COSTS:
A. Budgeted current FY $ 0
B. Total anticipated costs $ 3,013
C. Required additional funding $ 0
D. Internal transfers $ 0

SOURCE:
A. Unanticipated revenues $ 0
B. Reserve for contingencies $ 0
C. Source description:
   Balance in Reserve for Contingencies, if approved: $ 0

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Budget Action Form

CLERK'S USE ONLY:
Res. No.: 12-662 Ord. No.
Vote - Ayes: 5  Moes: 0
Absent: 1  Abstained: 0
Approved: 3  Denied: 0
( ) 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
County of Mariposa, State of California
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: 

A.O. Initials:

Action Form Revised 5/92
DEPT/DIV: Board of Supervisors  CONTACT: John W. McCamman
DATE: December 15, 1992  PHONE: 966-4744

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 ($3,013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-100-1-008</td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>001-100-4-375</td>
<td>Fixed Asset - File Cabinets</td>
<td>1,722</td>
</tr>
<tr>
<td>001-160-4-373</td>
<td>Fixed Asset - File Cabinets</td>
<td>1,291</td>
</tr>
</tbody>
</table>

Justification: **Transfer of Salary Savings caused by vacancy of Board Secretary to Fixed Assets for Board and County Counsel to Improve Office Space.**

Department Head Signature: ___________________________ Date: ______

Approved By: Res. No. 92-662  Clerk: ___________ Date: 12-15-92

Auditor: ___________________________ Date: ______

ADITOR'S USE ONLY:

Description: ___________________________ Transfer No.: ______

B.R. No.: ___________