

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: () Not Applicable

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

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

SOURCE: () 4/5ths Vote Required

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

CLERK'S USE ONLY:
Res. No.: 92-662 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

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

Comment: _____

A.O. Initials: AW

BUDGET ACTION FORM

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;
- (x) 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.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (FROM)/TO</u>
001-100-1-008	Secretary	(\$3,013)
001-100-4-375	Fixed Asset - File Cabinets	1,722
001-160-4-373	Fixed Asset - File Cabinets	1,291

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: mw Date: 12-15-92

Administrative Officer: _____ Date: _____

Auditor: _____ Date: _____

ADITOR'S USE ONLY:

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