

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: July 9, 1991
AGENDA ITEM NO.: 886

DEPARTMENT: Human Services BY: William E. L'Heureux PHONE: 966-2131

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

Adopt Resolution Authorizing the Human Services Director to establish a Petty Cash Account in the amount of \$100.00. Because Human Services Administration oversees Mental Health, Alcohol and Drugs, as well as Social Services, there is no current mechanism to insure that unanticipated small expenses are covered. For example, writing proposals necessitates sending numerous copies to the State, resulting in a \$20-30 postage expense and no system is currently in place to handle these unanticipated expenses. A \$100. Petty Cash Account will allow for these expenses on an on-going basis.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Human Services Department was established in June, 1989 and no Petty Cash Account has been established.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this Resolution, causing staff to experience out-of-pocket expenses with slow turnaround of reimbursement.

COSTS: () Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required Add'l funding \$ _____
D. Source: _____

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

SOURCE: () 4/5ths Vote Required
A. Internal transfers \$ _____
B. Unanticipated revenues \$ _____
C. Reserve for contingency \$ _____
D. Description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 91-327
Ord. No.: _____
Vote - Ayes: 4 Noes: _____
Absent: TABER Abstained: _____
(alt) Approved () Denied
(✓) Minute Order Attached

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 of Supervisors
County of Mariposa, State of CA
By: _____
Deputy

Comment: _____

A.O. Initials: [Signature]

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: WILLIAM E. L'HEUREUX, HUMAN SERVICES DIRECTOR
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: PETTY CASH ACCOUNT FOR HUMAN SERVICES

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on July 9, 1991

ACTION AND VOTE:

Resolution Authorizing the Human Services Director to
Establish a Petty Cash Account

BOARD ACTION: (M)Baggett, (S)Punte, Res. 91-327 adopted
authorizing the Human Services Director to establish a Petty
Cash Account/Ayes: Radanovich, Erickson; Excused: Taber.

cc: Auditor/Recorder
File