MARIPOSA COUNTY
BOARD OF SUPERVISORS
AGENDA
ACTION FORM

DATE: July 9, 1991

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: _______  Abstained: _______
(a/) Approved  ( ) Denied
( ) Minute Order Attached

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

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 12/89
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