DEPARTMENT: Fire Protection  BY: Gary Gilbert  PHONE: 966-3622

RECOMMENDED ACTION AND JUSTIFICATION:
Approve resolution establishing a petty cash fund for the Fire Department in the amount of $50. A petty cash fund is needed in the department for postage and shipping. Many parcels are shipped UPS and the current system is with CDF. The County Fire Department will need to establish a system to process all mail, letters and parcels. Stamps will be purchased and parcels will be sent through Sierra Stationers UPS.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Petty cash funds have been established in other departments.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. If a separate account is set up with UPS to stop at your business, there is a $5 per week charge. This does not include shipping charges.
2. Postage (not parcels) may be done through a warrant from the Auditor's Office.

COSTS: ( ) Not Applicable
A. Budgeted current FY $1,300
B. Total anticipated costs $_______
C. Required add'l funding $0
D. Source: Office Expense $50

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers $_______
B. Unanticipated revenues $_______
C. Reserve for Contingency $_______
D. Description: _______________________
Balance in Reserve for Contingency if approved: $_______

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

APPLICATIONS

CLERK'S USE ONLY:
Res. No.: 91-488
Ord. No.: ____________________________
Vote - Ayes: __ Noes: __
Absent: __ Abstained: __
( ) Approved ( ) Denied
( ) Minutes Order Attached

The foregoing instrument is a correct copy of the original on file in this office.
Date: ________________________________

ATTEST: MARGIE WILLIAMS
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