

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

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 Contingency if approved: \$

CLERK'S USE ONLY:

Res. No.: 91-488  
 Ord. No.: \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved ( ) Denied  
 ( ) Minutes Order Attached

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: ap

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