

DEPARTMENT: Tax Collector

BY: Don Z. Phillips

PHONE: 966-2621

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes No)
Recommend transfer from Data Processing to Tax Collector. Funds to be used for the maintenance of the postage machine now housed in the Tax Collector's Office.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Postage machine was moved from the data processing room to the tax office. Tax Collector's staff now processes all outgoing mail for departments wishing to use the system.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Not approve request which would require Tax Collector to ask for an appropriation to maintain postage machine.

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

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

- 1. Letter showing approval of Rick Campbell from Data Processing

SOURCE: () 4ths Vote Required
A. Internal transfers \$ 250.00
B. Unanticipated revenues \$
C. Reserve for contingency \$
D. Description:

Balance in Reserve for Contingencies, if approved: \$

CLERK'S USE ONLY:

Res. No.: 91-542
Ord. No.: _____
Vote - Ayes: 3 Noes: _____
Absent: Phillips Abstained: _____
may Approved: labor () Denied
() Minute Order Attached

ADMINISTRATIVE OFFICER'S

RECOMMENDATION:
This item on agenda as:
X 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.

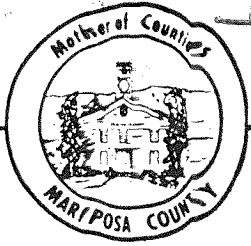
Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of Calif

By: _____
Deputy Clerk of the Board

Comments: _____

C.A.O.'s Initials: [Signature]



County of Mariposa

Office of Treasurer-Tax Collector

Telephone:

Tax Collector (209) 966-2621

Treasurer (209) 966-2830

RECEIVED

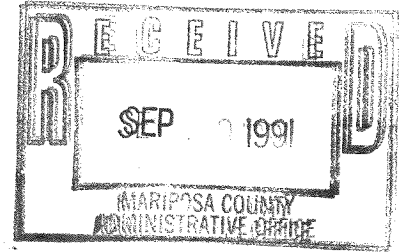
SEP 26 1991

MARIPOSA CO
ADMINISTRATIVE OFFICE

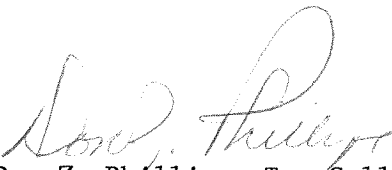
Don Z. Phillips
Treasurer-Tax Collector
Hall of Records
P.O. Box 36
Mariposa, CA 95338

September 26, 1991

TO: County Auditor
FROM: Don Z. Phillips, Tax Collector
SUBJECT: Transfer of budget item



Please transfer from Data Processing line item 001-210-2-212 \$250.00, to
Tax Collector's budget for use of mail machine.


Don Z. Phillips, Tax Collector


Rick Campbell, Data Processing

Don,
a transfer from one budget unit to
another budget unit is required to be
approved by the Board of Supervisors.

MARIPOSA COUNTY
BOARD OF SUPERVISORS

BUDGET
ACTION FORM

RES. NO. 91-542

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BE IT RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that pursuant to the provisions of the Government Code of the State of California, Sections 29120 et seq., the following APPROPRIATIONS and/or TRANSFERS within the Budget of the County of Mariposa are hereby adopted:

APPROPRIATIONS (4/5ths Vote Required)

Department	Item	Account No.	Amount
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TRANSFERS (3/5ths Vote Required)

Department	Item	Account No.	Amount
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From:	Postage Machine		
	Data Processing	001-210-2-212	\$250.00
To:	Maint/Equip		
	Tax Collector	001-140-2-120	\$250.00