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'1 funding $    
D. Source: 

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: $ 

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

1. Letter showing approval of Rick Campbell from Data Processing
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.
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)**

<table>
<thead>
<tr>
<th>Department</th>
<th>Item</th>
<th>Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFERS (3/5ths Vote Required)**

<table>
<thead>
<tr>
<th>Department</th>
<th>Item</th>
<th>Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Postage Machine Data Processing</td>
<td>001-210-2-212</td>
<td>$250.00</td>
</tr>
<tr>
<td>To:</td>
<td>Maint/Equip Tax Collector</td>
<td>001-140-2-120</td>
<td>$250.00</td>
</tr>
</tbody>
</table>