MARIPOSA COUNTY
BOARD OF SUPERVISORS

DEPARTMENT: Probation

RECOMMENDED ACTION AND JUSTIFICATION:
Approve budget action Transferring Funds from Senior Office Assistant ($1,400.) and Benefits ($900.) to Probation Extra-Help ($2,300.00).

The Senior Office Assistant position was vacated after the employee took another position with the county. Extra help funds originally requested were cut from final budget. Request transfer of Funds from Senior Office Assistant and Benefits to cover emergency extra help until position can be filled.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously approved a transfer between budgets to cover salaries.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Use general fund money to pay emergency extra help.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $2,300.00  Annual Recurring Cost: $
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $2,300.00
Additional Funding Needed: ________________________________
Source:
Internal Transfer  X
Unanticipated Revenue  4/5's vote
Transfer Between Funds  4/5's vote
Contingency  4/5's vote
( ) General  ( ) Other

CLERK'S USE ONLY:
Vote – Ayes: 5  Noes: _____
Absent: _____
Approved
( ) Minute Order Attached  ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _______________

COUNTY ADMINISTRATIVE OFFICER:
☑ Requested Action Recommended
☐ No Opinion
Comments:

CAO: ____________________

Revised Dec. 2002
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td>001 0224</td>
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<td>Senior Office Assistant</td>
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<td>Benefits</td>
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<td>$ 900</td>
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<th>GENERAL CONTINGENCY</th>
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### TRANSFER BETWEEN FUNDS

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<th></th>
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<th>TOTAL</th>
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</thead>
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**ACTION REQUESTED:** (Check all that apply)

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

- (X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** Request transfer of Funds form Senior Office Assistant and Benefits to cover emergency extra help until position can be filled.

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**AUDITOR'S USE ONLY**

Budget Revision Form Revised 11/95