RECOMMENDED ACTION AND JUSTIFICATION:

Approve Technical Services Intra Budget transfer in the amount of $7550.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves Intra-Budget transfers.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Technical Services will be unable to meet existing obligations or will violate Board and Audit Department policy on line item budget vs. actual expense.
MARIPOSA COUNTY TECHNICAL SERVICES MEMORANDUM

To: Mariposa County Board of Supervisors

From: Richard Peresan Technical Services Director

Date: April 17, 2004

RE: Intra-Budget Transfer Approval

The Technical Services Director requests approval of the attached $7,550 Intra-Budget transfer.

Three items require adjustment.

1. Communications Expense: In February 2003, technical services directed the installation of frame relay connections from the Sheriffs offices at Greely Hill, El Portel, and the Don Pedro Boat House, replacing expensive long distance dial-up connections. In March of 2004 we received two installation invoices totaling $2700 from SBC that were not invoiced in February 2003. My subsequent investigation verified we were invoiced (and paid for only one installation in F/Y 2004 in the amount of $1,300). This was due to a billing system change at SBC.

2. Payroll – Standby Time: The Mariposa County Technical Services Staff is on call 24 hrs per day 7 days per week. In the SEIU MOU, they receive $1.50 per hour in non scheduled work time to carry pagers. The budgeted amount was $1.00 per hour. Budget error shortfall approximately $3,400.

3. Software: The Technical Services Director purchased Adobe Photo Shop in support of web design requirements. This Software was not budgeted in F/Y 2004-2005 in the amount of $580 resulting in a line item overage of $150.

Covering these unanticipated expenses is work performed internally by staff, budgeted as outside professional services.
## BUDGET ACTION FORM

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**ACTION REQUESTED:** (Check all that apply)

- [x] 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 transferring appropriation from Contingencies
- [ ] 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:** See attached cover letter.

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**DEPT HEAD SIGNATURE**

**DATE:** 4/12/2004

**APPROVED BY RES NO:** 04-126  
**CLERK DATE:** 4-22-04

**DEPARTMENT** Auditor

**AUDITOR'S USE ONLY**

**DATA PROCESSING**

Budget Revision Form Revised 12/18