DEPARTMENT: Public Works/Facilities

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action transferring $13,500 within the Facilities division to cover fuel costs for the remainder of the fiscal year.

We are requesting approval to transfer $9,038 from Administrative Fees (line #04-19) and $4,462 from Maintenance of Buildings (line #04-13) to Fuel Expense to cover anticipated fuel costs for the Facilities Division. This transfer is to correct for a math error that was made when projecting fuel costs for the Fiscal Year 03-04. (Figures for all other County Departments were checked and they are correct.) The Administrative Fees of $9,038 in the Facilities budget are from an old cost allocation plan that is no longer current, so we will not be shorting revenue in another division’s budget by transferring these funds.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board routinely approves transfers within budget units that do not change the overall budget appropriations.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, which would leave appropriations for fuel expense short of anticipated expenditures for the fiscal year.

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Financial Impact? ( X ) Yes ( ) No Current FY Cost: $13,500
Budgeted In Current FY? ( ) Yes ( ) No ( X ) Partially Funded
Amount in Budget: $ 11,000
Additional Funding Needed: $ 13,500
Source: List Attachments, number pages consecutively
Internal Transfer X
Unanticipated Revenue ___ 4/5’s vote
Transfer Between Funds ___ 4/5’s vote
Contingency ___ 4/5’s vote
( ) General ( ) Other

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CLERK'S USE ONLY:
Res. No. ___ Ord. No. _____
Vote - Ayes: ___ Noes: ___
*) Approved Absent: _____
( ) 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: Deputy

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COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
( ) No Opinion
Comments: ____________________________

CAO: ____________________________
MEMO

TO:        Margie Williams, Board Clerk
FROM:      Carl Casey, Fiscal Officer
SUBJECT:   Corrected Budget Action Form

Attached is a corrected Budget Action form for Consent Agenda item 5 for the January 27, 2004 Board Meeting. (This agenda item is for covering fuel costs for the Facilities division.) The original Budget Action form had a decrease of $9,038 for the Maintenance of Buildings line item and a decrease of $4,462 for the Administrative Fees line item; it should be a decrease of $4,462 for Maintenance of Buildings and a decrease of $9,038 for Administrative Fees. The written text of the Agenda Action form is correct, but the Board Agenda itself has the numbers reversed due to the incorrect Budget Action form.

Please send out the corrected Budget Action form to all necessary parties. I apologize for this error and appreciate your assistance in getting it resolved.
### BUDGET ACTION FORM

**FUND** | **DEPT/DIV** | **ACCOUNT** | **DESCRIPTION** | **PROJECT** | **INCREASE** | **DECREASE**
--- | --- | --- | --- | --- | --- | ---
001 | 0128 | 473-0488 | Fuel Expense | 13,500 | | |
001 | 0128 | 473-0413 | Maintenance of Buildings | | 4,462 | |
001 | 0128 | 473-0419 | Administrative Fees | | | 9,038 |

**TRANSFER BETWEEN FUNDS**

| **FUND** | **DEPT/DIV** | **ACCOUNT** | **DESCRIPTION** | **PROJECT** | **INCREASE** | **DECREASE** |
--- | --- | --- | --- | --- | --- | --- |
001 | 0104 | 414-1090 | GENERAL CONTINGENCY | | | |

**TOTAL**

| **PROJECT** | **INCREASE** | **DECREASE** |
--- | --- | --- |
13,500 | 13,500 |

**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:** To cover anticipated fuel expenditures for the remainder of the fiscal year.

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**DEPT HEAD SIGNATURE**

**DATE**

**APPROVED BY RES NO. CLERK**

**DATE**

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**0128 Facilities**

**AUDITOR'S USE ONLY**

**BA#**

Budget Action Form Revised 11/95