DEPARTMENT: Personnel  BY: Rich Inman
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action transferring $4,500 from the Personnel Director line item to the Extra-Help line item in the Personnel budget. The receptionist position in County Administration continues to be filled with an extra-help Office Assistant. This will be ongoing for at least another two to three months after which time the position will be filled on a full-time basis.

Funds are available in the Personnel Director line item as this position remains unfilled and the CAO continues to function in this capacity.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously approved similar actions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes ( ) No  Current FY Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $  
Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

Annual Recurring Cost: $

List Attachments, number pages consecutively

Budget Action Form

CLERK'S USE ONLY:
Res. No.:
Ord. No. ________
Vote – Ayes ________ 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: ________
Deputy

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

CAO: ________

Revised Dec. 2002
### BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<tbody>
<tr>
<td>001</td>
<td>115-441</td>
<td>0101</td>
<td>Personnel Director salary</td>
<td>$4,500</td>
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<tr>
<td>001</td>
<td>0115-441</td>
<td>0201</td>
<td>Extra-Help</td>
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#### TRANSFER BETWEEN FUNDS

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#### TOTALS

<p>| | | |</p>
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<tbody>
<tr>
<td>TOTALS</td>
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</table>

**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 another, or between categories within a budget unit;

**JUSTIFICATION:**

This transfer will accommodate the salary for the front office extra-help Office Assistant for at least two to three months until the position is filled on a full-time basis.

**DEPT HEAD SIGNATURE**

**DATE:** 2/24/04

**APPROVED BY RES NO.**

**CLERK**

**DATE:** 2/24/04

**PERSONNEL**

**AUDITOR'S USE ONLY**

BA #

Budget Revision Form Revised 11/95