DEPARTMENT: Public Works/Airport

BY: James J. Petropulos
PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action transferring $1,300 within the Airport budget (#0303) from Maintenance of Buildings line #0413 to Communications line #0406 to cover anticipated telephone expense for the remainder of the fiscal year.

In our original budget request for the Airport for fiscal year 03-04 we had asked for appropriations of $3,500 for communications. This represented an increase over prior year appropriations, but the main reason for the increase was that Fund #338 for the Airport Fuel System was being closed out and moved into the Airport budget. There are two phone lines that are part of the fuel system, one for credit card sales and another for emergency purposes to call out in case of a fuel leak. The expense for these two phone lines is roughly $80 a month, which is just under $1,000 per year. During the budget process for 03-04 the CAO recommended decreasing appropriations in the communications line item by $1,000 in order to balance the General Fund, and the Board concurred with this change. We are requesting approval to transfer $1,300 from Maintenance of Buildings to Communications to cover anticipated phone expense for the remainder of the year.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

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

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the requested budget action, which would leave the communications line item short of the needed appropriations to pay future phone bills.

Financial Impact? (X) Yes ( ) No  Current FY Cost: $1,300  Annual Recurring Cost: $0-
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $2,500
Additional Funding Needed: $1,300
Source:
Internal Transfer X
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
( ) General ( ) Other

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

CLERK'S USE ONLY:
Res. No.:54  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.

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ________________________________
Deputy

Revised Dec. 2002
## BUDGET ACTION FORM

<table>
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<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<td>591-0406</td>
<td>Communications</td>
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<td>591-0413</td>
<td>Maintenance of Buildings</td>
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**TRANSFER BETWEEN FUNDS**

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**TOTAL**

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**ACTION REQUESTED:**

(  ) 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 telephone expense.

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**DEPT HEAD SIGNATURE**

[Signature]

**DATE** 02/24/04

**APPROVED BY RES NO.** 04/34 CLERK [Signature]

**DATE** 3/9/04

**0303 Airport**

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**AUDITOR'S USE ONLY**

**BA#**