

DEPARTMENT: Board of Supervisors

BY: Richard Inman
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve budget action transferring funds within the Board of Supervisors budget unit for unanticipated overtime expenses (\$750). The Deputy Clerk of the Board position has been vacant since January 15, 2003, and was just recently filled. During the interim period when the position was vacant it was necessary for the Clerk of the Board to work additional hours. Due to unusually heavy workload and the necessity of training the new employee it was not prudent to use compensatory time versus overtime. Because the Deputy Clerk of the Board position was vacant longer than anticipated there is sufficient salary savings to cover the overtime expenses.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During mid-year adjustments the Board approved \$1,000 in overtime for the Clerk of the Board due the vacancy of the Deputy Clerk of the Board position.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the budget action. The overtime line item will have a negative balance and will have to be adjusted at the end of fiscal year.

Financial Impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$0
Budgeted In Current FY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially Funded		
Amount in Budget: \$1,000		List Attachments, number pages consecutively
Additional Funding Needed: \$750		Budget Action
Source:		
Internal Transfer <u>X</u>		
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
<input type="checkbox"/> General <input type="checkbox"/> Other		

CLERK'S USE ONLY:

Res. No.: 03-146 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
hwy Approved
 Minute Order Attached No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

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

CAO: Rhi

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0101-411	0185	Secretary			\$750
001	0101-411	0230	Overtime		\$750	
001	0104	414-1090	GENERAL CONTINGENCY			
				TOTAL	\$750	\$750

TRANSFER BETWEEN FUNDS						
				TOTALS	\$0	\$0

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: Due to the prolonged vacancy of the Deputy Clerk of the Board position, it was necessary to for the Clerk of the Board to work additional hours.

DEPT HEAD SIGNATURE Mary B. Nelson
 APPROVED BY RES NO. 03-146 CLERK mwj

DATE 5-1-03
 DATE 5-13-03

BOARD OF SUPERVISORS

AUDITOR'S USE ONLY BA #
