Transfer from Salaries Acct. Tech I to Salaries Extra Help. Because of the workload in elections and now in first installment of taxes, it will be a hardship to try and interview and hire a full-time person for the vacant Acct. Tech I position in the tax collector’s department.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

A prior request was done and approved, in hopes to get through the collection period. Additional extra help will be needed without filling the full time position at this time.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Deny request and not fill full time position until after first installment collection period.
2. Not continue with extra help or full time
3. Recommend transfer and use extra help through the first installment collection period, and interview and fill position in January 1999.

COSTS: ( ) Not Applicable
A. Budgeted Current FY..............$____________________
B. Total Anticipated Costs...........$ 2,000
C. Required additional funding........$____________________
Transfer........................................$ 2,000

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated Revenues...........$____________________
B. Reserve for Contingencies........$____________________
C. Source Description: Salary of full time position
Balance left in Reserve for Contingencies, if approved:
$___ n/a

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively.
Budget transfer form attached

CLERK’S USE ONLY:
Res. No.: 98-451 Ord. No.: 81-____
Vote: Ayes: __5__; Nays: __0__; Abstained: ___
Approved: ( ) Denied ( ) No Action Necessary
( ) Minute Order Attached

The foregoing instrument is a correct copy of the original on file in this office.

Date: __________________________
ATTEST:

Margie Williams, Clerk of the Board
By: __________________________

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:

☐ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Returned for Further Action
Comments:

________________________________________
________________________________________
________________________________________

C.A.O. Initials: __________________________
<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
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<td>422-0187</td>
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<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

**TOTALS**

**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;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

**JUSTIFICATION:** Because of elections & first installment collections, we are unable to take the time to interview & train a new employee.

**DEPT HEAD SIGNATURE:** [Signature]
**DATE:** 12/14/98

**APPROVED BY RES NO.:** 98-451
**CLERK:** [Signature]
**DATE:** 12-15-98

**AUDITOR'S USE ONLY**
**BA #**

Budget Revision Form Revised 11/95