RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes X No)

It is respectfully requested that the Board of Supervisors authorize the transfer of funds from the Personal Services Category to the Operations Category as follows:

- Extra-Help (001-0215-518.02-01) Decrease $862
- Benefits (001-0215-518.03-01) Decrease $788
- Office Expense (001-0215-518.04-17) Increase $1,650

Allow the expenditure of Victim/Witness Grant Funds in accordance with the grant guidelines. Funds are available due to the usage of a Work Studies Trainee position in lieu of a Victim/Witness Advocate position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has approved similar requests by the Victim/Witness Program in the past.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action will not allow the expenditure of Victim/Witness Grant funds in accordance with Grant objectives. The money available can be utilized for the purchase of needed supplies for the Victim/Witness Program.
<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>
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<td>518.02-01</td>
<td>Extra-Help</td>
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<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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</tbody>
</table>

**TOTALS** $1,650 $1,650

**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** To utilize the expenditure of Victim/Witness grant funds available do to a surplus of funds in the Personal Services Category.

**DEPT HEAD SIGNATURE**

**DATE** 5-16-97

**APPROVED BY RES NO.** 17-268

**CLERK**

**DATE** 5-27-97

**AUDITOR’S USE ONLY**

**BA #**