

96-115

DEPARTMENT: MUNICIPAL COURT

BY: CARLOS C. LA ROCHE

PHONE: 966-5711

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

Transfer \$304.00 from Court Salaries/Justice Ct. Clk. II to Extra Help for an additional week of extra help.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board had originally allocated \$4,038.00 to Extra Help to employ extra help during the time one clerk was off for surgery. The Clerk II was not able to return as scheduled and the Extra Help person worked an extra week. There is a sufficient salary savings within the Court Salaries/Justice Ct. Clk. II account. This office was not aware the transfer within the salary budget unit had to be approved by the Board.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If this transfer is not approved, the employee will have worked a week for which money has not been approved.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 96-115 Ord. No. _____

Vote - Ayes: 4 Nocs: _____

Absent: Reilly Abstained: _____

Approved: _____ () Denied

Minute Order Attached () No Action Necessary

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

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

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

Date: _____

ATTEST: MARCOLE WILLIAMS, Clerk of the board
County of Mariposa, State of California

By: _____
Deputy

Comment: _____

A.O. Initials: CR

