Transfer from Tax Collector's Cost Fund to Transportation and Travel $2,000.00 for two tax employees to attend the HTE Users' Group Annual Conference (amount includes travel, lodging, and meals).

Transfer from Tax Collector's Cost Fund to Communications $1800.00 for telephone installation when the office was moved. This expense was not figured in on the original moving expenses back in August 1995.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Last year two employees attended the HTE users group conference and gained a great amount of knowledge on the applications and software of HTE on the county mainframe. I think it would be of great benefit to again send one of the employees that attended last year, along with one that did not. According to HTE, these are the only times that you can get hands on training of their software.

At the time of budgeting for the remodeling and moving of the office to the Hall of Records, I was not aware that the estimate provided by Public Works did not include all items such as telephone installation and computer installation. Since the telephones and computer equipment were already in all the offices to begin with, it did not occur to me that we would need extensive re-routing of cables, therefore, the expense for the telephone installation is greater than my communications budget.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Grant transfers from Tax Collector's Cost Fund
2. Transfer amounts requested from other sources
3. Do not allow transfer. This alternative would hamper the needed training on the mainframe computer with HTE software, and slow the use of the computer. This alternative would also cause a deficit in the communications budget of the department, and leave a remaining amount due with Sierra Tel Tronic System.

COSTS:

- ( ) Not Applicable
- A. Budgeted Current FY: $0
- B. Total Anticipated Costs: $5,800.00
- C. Required additional funding: $5,800.00
- D. Internal Transfer: $5,800.00

SOURCE:

- ( ) 4/5ths Vote Required
- A. Unanticipated Revenues: $0
- B. Reserve for Contingencies: $0
- C. Source Description: Tax Collector's Cost

Balance left in Reserve for Contingencies, if approved: $0

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively.

CLERK’S USE ONLY:

Res. No.: 96-169

Vote: Ayes: ( )
Noes: ( )
Absent: ( )

( ) Approved
( ) Denied
( ) Abstained
( ) Minute Order Attached
( ) No Action Necessary

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

Date: ____________________________

ATTEST:

Margie Williams, Clerk of the Board

By: ____________________________

Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:

This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Returned for Further Action

Comments: ____________________________

( )

C.A.O. Initials: [Signature]
COUNTY OF
MARIPOSA

BUDGET ACTION FORM

Dept./Div.: TAX COLLECTOR

Date: APR 23 1996

ACTION REQUESTED: (Check all that apply)

( x ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the 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 to another, or
between categories within a budget unit; from Trust Fund of the Department to Budget line item;

( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items;

( ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within
the County budget under $50.00 to accommodate minor variations from the budget.

FUND/DEPT/ACCT. NO. LINE ITEM DESCRIPTION AMOUNT <FROM> TO
172-0100-000-0000 Tax Collector's Cost Fund <1,800.00>
001-0000-309-1600 General Contingency 3,800.00
001-0000-309-1600 General Contingency <3,800.00>
001-0108-422-0406 Communications 1,800.00
001-0108-422-0449 Transportation & Travel 2,000.00

Justification: HTE User Group Conference $2,000.00
Telephone installation service from Sierra Tel Tronics for office move $1,800.00

Department Head Signature: ______________ Date: APR 12 1996

Approved by: 96-169 Clerk: __________ Date: 4-23-96

Administrator: ___________________________ Date: __________

Auditor: ___________________________ Date: __________

AUDITOR'S USE ONLY:

Description: ___________________________ Transfer No.: __________ B.R. No.: __________
TO: DON Z. PHILLIPS, Tax Collector
FROM: RHONDA SCHERF, Deputy Clerk of the Board
SUBJECT: RESOLUTION NUMBER 96-169

THE BOARD OF SUPERVISORS OF MARIPosa COUNTY, CALIFORNIA,

ADOPTED THIS Order on April 23, 1996

ACTION AND VOTE:

Don Z. Phillips, Tax Collector,
Resolution Transferring Funds from Tax Collector's Cost Fund to Transportation and Travel ($2,000) and from Tax Collector's Cost Fund to Communications ($1,800) (4/5ths Vote Required)
BOARD ACTION: Marjorie Wass, appearing for Don Phillips, explained to the Board the necessity of the transfer requested. Following Discussion, (M) Taber, (S) Stewart, to transfer $2,000 for two tax employees to attend the HTE Users' Group Annual Conference was denied/Ayes: None, Noes: Balmain, Stewart, Parker, Taber, Abstained: Reilly. (M) Parker, (S) Reilly, Res. 96-169 adopted transferring from Tax Collector's Cost Fund to Communications $1800 for telephone installation when the office was moved/Ayes: Unanimous.

cc: Ken Hawkins, Auditor
    File