

DEPARTMENT: Administration/Personnel BY: Mike Coffield PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_X\_)

Adopt this resolution approving transfer of \$1,200.00 from Extra-Help to Publications/Legal Notices within the budget for the Personnel Office in accordance with the Budget Action Form attached.

BACKGROUND AND HISTORY OF BOARD ACTIONS: In January, 1994, the Board approved extensive advertising in order to recruit for the position of Planning and Building Department Director. This resulted in additional advertising costs incurred in excess of \$2,700.00. This transfer of unused extra-help monies is requested to cover a portion of that expenditure and keep the budget for the Personnel Office in balance.

The Board has approved transfer of funds within departmental budgets in many past actions.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

There is no impact on general funds of the County inasmuch as this request affects funds already allocated within the budget for the Personnel Office.

The Personnel Office would be unable to pay several fiscal year-end invoices incurred in the normal course of its routine business.

COSTS:		( ) Not Applicable
A.	Budgeted current FY	\$ _____
B.	Total anticipated costs	\$ _____
C.	Required additional funding	\$ _____
D.	Internal transfers	\$ <u>1,200.00</u>

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:

Budget Action Form

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLERK'S USE ONLY:

Res. No.:	<u>94-260</u>	Ord. No.:	_____
Vote - Ayes:	<u>5</u>	Noes:	_____
Absent:	_____	Abstained:	_____
( ) Approved	_____	( ) Denied	_____
( ) Minute Order Attached	_____	( ) No Action Necessary	_____

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

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

COUNTY OF  
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Administration/Personnel

CONTACT: Mike Coffield

DATE: June 28, 1994

PHONE: 966-3222

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;
- ( ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.)
- ( ) 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
001-0115-441-0201	Extra-Help	(\$1,200.00)
001-0115-441-0429	Publications/Legal Notices	\$1,200.00

Justification: To utilize unused Extra-Help monies to help offset unanticipated advertising expense incurred for the Planning and Building Department Director's recruitment.

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved By: Res. No. 94-260 Clerk: mw Date: 6-28-94  
 Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

AUDITOR'S USE ONLY:

Description: \_\_\_\_\_ Transfer No.: \_\_\_\_\_  
 B.R. No.: \_\_\_\_\_