

94-272

DEPARTMENT: Administration BY: Mike Coffield PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No x)
Resolution Transferring Funds from Board of Supervisors Salaries to
Fixed Assets - Computer (\$3,000)

This action requests the Board's approval to expend some of the salary savings in the Board of Supervisors budget to upgrade the Executive Secretary's computer and move the existing computer to the Receptionist. There is a \$5,930 salary savings in the Board of Supervisors budget this fiscal year due to the vacancy in the Secretary position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Executive Secretary is utilizing software for the budget process that requires a higher speed computer. There is sufficient salary savings in the Board budget to upgrade this computer. Additionally, the Receptionist's computer would be upgraded with the present Executive Secretary's computer. This would enable the Executive Secretary to run software at a more efficient level and would give the Receptionist the capability of running the same software as the Deputy Clerk of the Board for support of that function.

The upgrade is a more efficient use of time and software and the salary savings is more than sufficient to offset this cost.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Do not approve. Computers will not be upgraded.

COSTS: () Not Applicable
A. Budgeted current FY \$ 0
B. Total anticipated costs \$ 3,000
C. Required additional funding \$ 0
D. Internal transfers \$ 3,000

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Budget action form _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 94-272 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ 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: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

Comment: _____

A.O. Initials: *MC*

COUNTY OF
MARIPOSA

BUDGET ACTION FORM

DEPT/DIV: Board of Supervisors

CONTACT: Mike Coffield, CAO

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
001-0101-411-0185	Secretary	(\$3,000)
001-0101-411-4376 0677	Computer	\$3,000

Justification: Use of Salary Savings for Purchase of Computer to upgrade Executive Secretary and Receptionist.

Department Head Signature: _____ Date: _____
Approved By: Res. No. 94-272 Clerk: mws Date: 6-28-94
Administrator: _____ Date: _____
Auditor: CST Date: 6-23-94

AUDITOR'S USE ONLY:

Description: _____ Transfer No.: _____
B.R. No.: _____