

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 966-3222

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

Pass and adopt this Resolution approving a transfer of funds from County Counsel's Travel budget to Fixed Assets to purchase a 4-drawer file cabinet. Monies will be transferred according to the budget action form attached hereto.

The purchase of a file cabinet will alleviate the file space problem in one of the cabinets located in the Courthouse vault. This cabinet is shared by the County's insurance files, maintained by Counsel as Risk Manager, and by the County's original agreements files, maintained by the Clerk of the Board. The insurance files contain original policies and other important insurance documents. This office has made a determination which files can be removed from the vault and moved to the new 4-drawer file cabinet which will be placed in Counsel's office.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve transfer.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ 585.-

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.: 93-533 Ord. No. _____

Vote - Ayes: 5 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.

Date: _____
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: County Counsel

CONTACT: Jeffrey G. Green

DATE: 10/19/93

PHONE: 209/966-3222

ACTION REQUESTED: (Check All That Apply)

- (X) 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 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.

<u>FUND/DEPT/ACCT NO.</u>	<u>LINE ITEM DESCRIPTION</u>	<u>AMOUNT (FROM)/TO</u>
<u>FROM</u>		
001-0113-431-0449	Travel	(\$525.00)
<u>TO</u>		
001-0113-431-0677	Fixed Assets	\$525.00

Justification: The purchase of a file cabinet will alleviate the file space problem in one of the cabinets located in the Courthouse vault. This cabinet is shared by the County's insurance files, maintained by Counsel as Risk Manager, and by the County's original agreement files, maintained by the Clerk of the Board.

Department Head Signature: [Signature] Date: _____
 Approved By: Res. No. 93-533 Clerk: [Signature] Date: 10-19-93
 Administrator: _____ Date: _____
 Auditor: [Signature] Date: _____

AUDITOR'S USE ONLY:

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