

MARIPOSA COUNTY

AGENDA

DATE: JUN 5 2001

BOARD OF SUPERVISORS

ACTION FORM

AGENDA ITEM NO.: CA-11

DEPARTMENT: TAX COLLECTOR

BY: DON Z. PHILLIPS

PHONE: 966-2621

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

Transfer \$1,500 from Tax Collector's Fixed Asset line item, to Tax Collector's Lease Equipment line item

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The money was placed in fixed asset to purchase a new mail machine. The Board approved the lease option on the machine, so this money needs to be transferred in order for the Auditor to pay the lease bills

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Auditor states he is unable to do the transfer without board approval. The Auditor also states that he can not pay the lease out of fixed asset line item.

COSTS: ( x ) Not Applicable

- A. Budgeted Current FY.....\$ \_\_\_\_\_
- B. Total Anticipated Costs.....\$ \_\_\_\_\_
- C. Required additional funding.....\$ 00
- D. Internal Transfer.....\$ 1,500

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively.

SOURCE: ( ) 4/5ths Vote Required

- A. Unanticipated Revenues.....\$ \_\_\_\_\_
  - B. Reserve for Contingencies.....\$ \_\_\_\_\_
  - C. Source Description: \_\_\_\_\_
- Balance left in Reserve for Contingencies, if approved:  
\$ \_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 01-151 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
- \_\_\_\_\_ Returned for Further Action

Comments: \_\_\_\_\_

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

C.A.O. Initials: \_\_\_\_\_

# INTRABUDGET TRANSFER

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Fund	Dept.	Account	Description	Project	WHOLE DOLLARS ONLY	
					Increase	Decrease
001	0108	422-0644	Fixed Asset			1,500
001	0108	422-0430	Lease of Equipment		1,500	
<b>TOTALS:</b>						

Explanation: To pay lease payments on new mail machine approved by the Board.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form is used to transfer amounts within categories (salaries to salaries or services to services) within a budget unit. This can be done at the department level unless the amount exceeds \$1,000 in any one line item. Any changes between categories or increases/decreases in the total amount of the budget must be approved by the Board of Supervisors on a Budget Action Form.

6-5-01 Rec of 151 *mm*

Dept. Head Signature: *Bob Phillips*

Auditor Signature: \_\_\_\_\_

**Auditor's Use Only**

Period: \_\_\_\_\_ Year: \_\_\_\_\_

BA# \_\_\_\_\_