

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 5, 2010

SUBJECT: Register of Deeds – Request to Use ROD Restricted Funds for Automation, Enhancement and Document Preservation

ATTACHMENTS: Budget Amendment

SUMMARY OF REQUEST:

The General Assembly enacted legislation in 2002 that required counties to place 10 percent of certain revenues generated by the Register of Deeds Office into a fund to pay for automation enhancements and document preservation. This fund is a portion of the County's Restricted General Fund Balance.

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance for additional funds necessary for document preservation. \$2,500 is needed to purchase extra shelving for books in the record room. The current budget allowed for some shelving, but it is necessary for extra shelving to be purchased, due to placement of the shelving (back to back, rather than side to side). Additionally, the Register of Deeds is requesting to reimburse 2 line-items: \$4,740 to printing and binding for the purchase of hangers and archival envelopes for housing plats, and \$3,840.00 to contracted services for the purchase of a development of an indexing application that allowed for modification of proof dates.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached Budget Amendment appropriating the funds from the Automation Enhancement and Preservation Fund to the line-items specified above.

Suggested Motion:

I move the Board of Commissioners approve the attached budget amendment to use \$11,080 in Register of Deeds Restricted General Fund Balance for the line-items specified above.

LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY



Department: Register of Deeds 115418

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>115418 - 526020</u>	Dept. Supplies-Nonexpendable	\$2,500
<u>115418 - 522600</u>	Printing & Binding	\$4,740
<u>115418 - 539000</u>	Contracted Services	\$3,840

What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>114990 - 401000</u>	Fund Balance Approp-ROD Restrict	\$11,080

Justification: *Please provide a brief justification for this line-item transfer request.*

Extra shelving for books needed this budget year. Re-imbursement to printing and binding for hangers and archival envelopes for plats, and re-imbursement to contracted services for application development on indexing system allowing for modification of proof dates.

Authorized by Department Head

Date

Authorized by Budget Office

Date

Authorized by County Manager

Date

<i>For Budget Use Only</i>	
Batch #	_____
BA #	_____
Batch Date	_____