

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** **February 7, 2011**

**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 the purchase of 2 new PCs, 4 new, larger monitors, and the payment of the Support Agreement for the next year on the current IKON indexing system.

\$1,592 is requested for three of the larger monitors to be placed on the front counter for use with the new indexing and point-of-sale system and the fourth monitor will be placed with the new PC in the Register of Deed's office. \$3,431 is for two new computers and new shelving. One of the new PCs is an up-grade to the Register's current PC and the other new PC is to be placed on the front counter for public use when the new indexing and point-of-sale system is in place. Finally, even though a new indexing system is being purchased during the current budget year, \$9,165 is requested to keep the Support Agreement on the IKON indexing system in order to maintain a smooth transition from one system to another.

#### **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. No county funds are involved in this request.

#### **Suggested Motion:**

*I move the Board of Commissioners approve the attached budget amendment to use \$14,188 in Register of Deeds Restricted General Fund Balance for the line-items specified above.*

LINE-ITEM TRANSFER REQUEST  
HENDERSON COUNTY



**Department:** Register of Deeds

*Please make the following line-item transfers:*

**What expense line-item is to be increased?**

Account	Line-Item Description	Amount
115418 - 526020	Dept. Supplies-Nonexpendable	\$3,431
115418 - 526201	Non-Capital Technology	\$1,592
115418 - 539000	Contracted Services	\$9,165

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

Account	Line-Item Description	Amount
114990 - 401000	Fund Balance Approp-ROD Restrict	\$14,188

**Justification:** Please provide a brief justification for this line-item transfer request.  
AEPF funds for the purchase of 2 PCs, 4 monitors, and the payment of the Support Agreement for the next year on the current IKON indexing system.

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Authorized by Department Head

\_\_\_\_\_  
Date

For Budget Use Only

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Authorized by Budget Office

\_\_\_\_\_  
Date

Batch # \_\_\_\_\_

\_\_\_\_\_  
Authorized by County Manager

\_\_\_\_\_  
Date

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Batch Date \_\_\_\_\_