

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 Deeds' 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
<u>115418 - 526020</u>	<u>Dept. Supplies-Nonexpendable</u>	<u>\$3,431</u>
<u>115418 - 526201</u>	<u>Non-Capital Technology</u>	<u>\$1,592</u>
<u>115418 - 539000</u>	<u>Contracted Services</u>	<u>\$9,165</u>
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What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>114990 - 401000</u>	<u>Fund Balance Approp-ROD Restrict</u>	<u>\$14,188</u>
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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.

 Authorized by Department Head

 Date

 Authorized by Budget Office

 Date

 Authorized by County Manager

 Date

For Budget Use Only

Batch # _____

BA # _____

Batch Date _____