REQUEST FOR BOARD ACTION

HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: September 6, 2011

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

PRESENTER: Nedra Moles, Register of Deeds

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. The Register of Deeds is requesting funding be appropriated
for the purchase of binders and archival paper, shelving units, and two scanners.

No county funds are involved in this request.

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
    $22,657 in Register of Deeds Restricted General Fund Balance for the line-items
    specified above.*

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 - 522600	Printing and Binding	$11,845
115418 - 526020	Non Expendable Dept Supplies	$10,812

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 Restric	$22,657

Justification: *Please provide a brief justification for this line-item transfer request.*
AEPF funds for printing and binding supplies, shelving, and 2 scanners. Approved by the Board of Commissioners September 6, 2011.

_____   _____
Authorized by Department Head   Date

_____   _____
Authorized by Budget Office   Date

_____   _____
Authorized by County Manager   Date

For Budget Use Only

Batch # _____

BA # _____

Batch Date _____