REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: November 7, 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.

As part of the preservation of these records, we send copies of our documents to Cott Systems for microfilming. The microfilm is then sent to the N.C. Department of Archives for storage. We have received an invoice from Cott Systems in the amount of \$5,062.60, excluding sales tax, for 35 reels of microfilm.

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance to pay for the microfilming services provided by Cott.

BOARD ACTION REQUESTED:

The Board is requested to approve the attached Budget Amendment appropriating the funds from the Automation Enhancement and Preservation Fund. No county funds are involved in this request.

Suggested Motion:

I move the Board of Commissioners approve the attached budget amendment to use \$5,063 in Register of Deeds Restricted General Fund Balance.

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 115418 - 539000	Line-Item Description Contracted Services	Amount \$5,063
What expense line-item is to be decreased? Or what additional revenue is now expected?			
	Account 114990 - 401000	Line-Item Description Fund Balance Approp-ROD Restric	#5,063
Justification: Please provide a brief justification for this line-item transfer request. AEPF funds to pay for microfilming services. Approved by the BOC 11.7.11			
Authorized by Department Head		Date	For Budget Use Only
Authorized by Budget Office		Date	Batch #
Authorized by County Manager		 Date	Batch Date