

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: July 17, 2013

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

PRESENTER: Nedra Moles, Register of Deeds

ATTACHMENTS: Yes
1. Budget Amendment

SUMMARY OF REQUEST:

N.C.G.S. 161-11.3 regulates the retention of 10% of the fees collected by the Register of Deeds office. These funds are to be set aside annually in a non-reverting Automation Enhancement and Preservation Fund and are to be used for computer and imaging technology, and document preservation. The Register of Deeds is requesting that \$119,819.00 be released from the Automation Enhancement and Preservation Fund to pay for the following expenses:

\$ 14,819	Printing and Binding to purchase book binders
\$ 50,000	Temporary staff and benefits for ongoing redaction and scanning projects
\$ 55,000	Computer Software Maintenance

Attached for the Board's consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance to pay for printing and binding needs, temporary staffing for the ongoing redaction and scanning project, and software maintenance.

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 \$119,819 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	Line-Item Description	Amount
<u>115418 - 512600</u>	<u>Salaries and Wages - Temp/PT</u>	<u>\$ 46,500</u>
<u>115418 - 518000</u>	<u>FICA</u>	<u>\$ 3,500</u>
<u>115418 - 535400</u>	<u>Maint. Agree - Comp Software</u>	<u>\$ 55,000</u>
<u>115418 - 522600</u>	<u>Printing and Binding</u>	<u>\$ 14,819</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 - 401002</u>	<u>Fund Balance Approp-ROD Restrict</u>	<u>\$ 119,819</u>
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Justification: Please provide a brief justification for this line-item transfer request.
AEPF funds to pay for redaction project and software costs. Approved by the BOC 7/17/13

Register of Deeds 7/17/13
Authorized by Department Head Date

Authorized by Budget Office Date

Authorized by County Manager Date

For Budget Use Only

Batch #

BA #

Batch Date