

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** February 18, 2015

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

**PRESENTER:** Lee King, 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 \$28,900 be released from the Automation Enhancement and Preservation Fund to pay for the following expenses:

\$27,600 for Contracted Services for annual software maintenance renewal.  
\$1,300 for Departmental Supplies – Non Expendable for an electric embosser to certify documents

Attached for the Board's consideration is a Budget Amendment to use the Register of Deeds Restricted General Fund Balance to pay for 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 \$28,900 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 - 539000</u>	<u>Contracted Services</u>	<u>\$ 27,600</u>
<u>115418 - 526020</u>	<u>Dept Supplies - Non Expendable</u>	<u>\$1,300</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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>\$ 28,900</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Justification:** *Please provide a brief justification for this line-item transfer request.*  
Software maintenance and support. Approved by the BOC 2/18/15.

Register of Deeds 2/18/15

Authorized by Department Head Date

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Authorized by Budget Office Date

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Authorized by County Manager Date

*For Budget Use Only*

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

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