

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: 2 March 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>
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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>\$ 28,900</u>
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Justification: *Please provide a brief justification for this line-item transfer request.*
Software maintenance and support. Approved by the BOC 2/18/15.

<u>Register of Deeds</u>	<u>2/18/15</u>
<u>Authorized by Department Head</u>	<u>Date</u>
<u> </u>	<u> </u>
<u>Authorized by Budget Office</u>	<u>Date</u>
<u> </u>	<u> </u>
<u>Authorized by County Manager</u>	<u>Date</u>

For Budget Use Only

Batch #

BA #

Batch Date