REQUEST FOR BOARD ACTION

HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: 4 May 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 $7,000 be released from the Automation Enhancement and Preservation Fund to pay for the following expenses:

$7,000 for Printing & Binding for Deed and Deed of Trust Books.

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 $7,000 in Register of Deeds Restricted General Fund Balance.*

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 & Binding	$ 7,000

What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
114990 - 401002	Fund Balance Approp-ROD Restric	$ 7,000

Justification: *Please provide a brief justification for this line-item transfer request.*
This is to purchase additional Deed and Deed of Trust Books. We typically fill 1 Deed Book every 12 Days and 1 Deed of Trust Book every 4 Days with recorded documents.

Register of Deeds   4 May 2015

Authorized by Department Head   Date

Authorized by Budget Office   Date

Authorized by County Manager   Date

For Budget Use Only

Batch #   _____

BA #   _____

Batch Date   _____