

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: June 3, 2019

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

PRESENTER: Megan Powell, Budget Manager

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, storage and document preservation. The Register of Deeds is requesting that \$25,000 be released from the Automation Enhancement and Preservation Fund to pay for the following expenses:

\$25,000 for Professional Services to move shelving units from the Library to the Courthouse for Register of Deeds storage.

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 \$25,000 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>115418-538100</u>	<u>Professional Services</u>	<u>\$25,000</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>\$25,000</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification: *Please provide a brief justification for this line-item transfer request.*
 Move shelving units from Library to Courthouse for the Register of Deeds. Approved by BOC 6/3/2019.

Budget 6/3/2019

Authorized by Department Head _____

Date 6/3/2019

Authorized by Budget Office _____

Date _____

Authorized by County Manager _____

Date _____

<i>For Budget Use Only</i>	
Batch #	_____
BA #	_____
Batch Date	_____