

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** 28 June 2023

**SUBJECT:** Budget Amendment - Preservation of Deed Books

**PRESENTERS:** Lee King – Register of Deeds

**ATTACHMENTS:** Yes  
1 – Budget Amendment  
2 – Invoice

**SUMMARY OF REQUEST:**

Staff is requesting the Board approve funding from the Restricted Fund Balance for Register of Deeds (AEPF) Funds in the amount of \$29,547 along with Grant Funding from the NCOBM in the amount of \$4,166 for the completion of preservation of Deed Books 5, 6, 10 and 20. This project completed by KoFile Laboratories preserves these books for future generations. These books contain records from the mid to late 1800s and are more than 140 years old.

**BOARD ACTION REQUESTED:**

The Board is requested to approve the attached Budget Amendment for both the grant funding and the appropriation of restricted fund balance for completion of preservation work on Deed Books 5, 6, 10 and 20 by KoFile Laboratories.

***Suggested Motion:***

*I move the Board approve the Budget Amendment for grant funding and the appropriation of fund balance for management and preservation of historic records and files within the Register of Deeds office.*

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
115418-539000-9042	Contracted Services	\$33,713

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

Account	Line-Item Description	Amount
114990-401002-9042	Fund Balance Appropriated - ROD Restricted	\$29,547
114418-454030-9042	NCOBM Grant Funds	\$4,166

Justification:

To budget for for Preservation of Deed Books 5, 6, 10, and 20. Funded by Grant Funds and AEPF appropriated fund balance. BOC approved 28 June 2023.

*William Lee King*

William Lee King  
Authorized by Department Head

8-Jun-2023  
Date

Authorized by Budget Office

Date

Authorized by County Manager

Date





# Invoice

INV-KT-011270  
Invoice Date :5/31/2023  
Due Date :6/30/2023  
Terms :Net 30

**Bill To**

Henderson County NC  
Lee King  
200 North Grove Street, Suite 129  
Hendersonville NC 28786

**Ship To**

Henderson County NC  
Lee King  
200 North Grove Street, Suite 129  
Hendersonville NC 28786

AMOUNT DUE  
**\$33,712.50**

**SEE NEW ACH ACCOUNT NUMBER BELOW**

Sales Order Number	PO #	Sales Rep	Shipping Method
Sales Order #SO1350770		Brian Spearman	

Quantity	Item	Rate	Amount
1	<b>PS5512701</b> * Preservation of: - Record of Deeds 5, part 1 & 2 - Record of Deeds 6, part 1 & 2 - Record of Deeds 10, part 1 & 2 - Record of Deeds 20, part 1 & 2	\$33,712.50	\$33,712.50

**MEMO**

Invoice 1 - Billing 100% of the estimated contract value of \$33,712.50

Subtotal \$33,712.50

Tax Total (%) \$0.00

**Shipping Cost(\$)**

Invoice Total	\$33,712.50
Less Payments/Credits:	-\$0.00
<b>Total Amount Due:</b>	<b>\$33,712.50</b>

**Remittance Address**  
Kofile Technologies, Inc.  
PO Box 676184  
Dallas, TX 75267-6184

**Bank Details for ACH Payments**

Bank Name: Capital One, NA  
Routing Number: 111901014  
Account Name: Kofile  
Account Number: 4670098686  
Please send remittance advice to: AR@kofile.com