

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: July 16, 2014

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

PRESENTER: Nedra Moles, 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 \$20,777 be released from the Automation Enhancement and Preservation Fund to pay for the following expenses:

\$ 17,000 Printing and Binding to purchase book binders

\$ 3,777 Data Processing

Attached for the Board’s consideration is a budget amendment to use the Register of Deeds Restricted General Fund Balance to pay for printing and binding needs, temporary staffing for the ongoing redaction and scanning project, and 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 \$20,777 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 - 522600</u>	<u>Printing and Binding</u>	<u>\$ 17,000</u>
<u>115418 - 526200</u>	<u>Data Processing Supplies</u>	<u>\$ 3,777</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>\$ 20,777</u>
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Justification: *Please provide a brief justification for this line-item transfer request.*
 AEPF funds to pay for printing and binding, and data processing supplies.
 Approved by the BOC 7/16/14.

Register of Deeds 7/16/14

Authorized by Department Head Date

Authorized by Budget Office Date

Authorized by County Manager Date

For Budget Use Only

Batch #

BA #

Batch Date