

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** 17 October 2018

**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 \$27,600 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.

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 \$27,600 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>Software IT Support</u>	<u>\$27,600</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>\$27,600</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Justification:** *Please provide a brief justification for this line-item transfer request.*  
This is our annual bill from our vendor for software maintenance and support.

William Lee King 2-Oct-18  
Authorized by Department Head Date

\_\_\_\_\_  
Authorized by Budget Office Date

\_\_\_\_\_  
Authorized by County Manager Date

*For Budget Use Only*

Batch # \_\_\_\_\_

BA # \_\_\_\_\_

Batch Date \_\_\_\_\_