

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: October 7, 2024

SUBJECT: Budget Amendment - Project Management Position

PRESENTER: Samantha Reynolds, Financial Services Director

ATTACHMENTS: Yes
1. Budget Amendment

SUMMARY OF REQUEST:

The Board is requested to approve the attached budget amendment to fund nine (9) months of salary and benefits for a full-time Administrative Assistant position within the Project Management Department.

BOARD ACTION REQUESTED

The Board is requested to approve the budget amendment as presented.

SUGGESTED MOTION:

I move the Board approve the attached budget amendment as presented.

**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**



Department: _____ Finance _____

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
115496-512100	Salaries & Wages - Regular	\$37,500
115496-512700	Cell Phone Allowance	\$420
115496-513500	401(K) Supp Deferred Comp	\$750
115496-518000	FICA	\$2,869
115496-518100	Retirement - LGERS	\$5,115
115496-518300	Medical Insurance	\$8,878
115496-518400	Dental Insurance	\$480
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	\$56,012

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

Account	Line-Item Description	Amount
115911-571008	2020 Series LOBS-Principal	\$56,012
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	\$56,012

Justification: *Please provide a brief justification for this line-item transfer request.*

Budget amendment to transfer funding for a full-time Administrative Assistant in Project Management due to the additional workload with construction projects. This transfer will cover nine months of salary and benefit costs for FY25. BOC approved 10.7.24

_____	10.7.24
Authorized by Department Head	Date
_____	_____
Authorized by Budget Office	Date
_____	_____
Authorized by County Manager	Date

For Budget Use Only

Batch # _____

BA # _____

Batch Date _____