



COUNTY OF PRINCE GEORGE

Finance Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8710 Fax (804) 732-1966

Betsy Drewry
Director of Finance

August 18, 2017

To: Mr. Percy Ashcraft
County Administrator

From: Betsy Drewry, Director of Finance *B. Drewry*

Re: Re-appropriation of Obligated FY 2016-17 funds to FY 2017-18

With the end of fiscal year 2017 and the beginning of fiscal year 2018, there are several open obligated purchase orders from the FY2016-17 budget that need to be re-appropriated from FY2017 to FY2018 to ensure proper accounting and honor outstanding obligations. Please place on the Board of Supervisors agenda the re-appropriation.

Unpaid Encumbrances - There are several encumbrances/purchase orders that are outstanding as of June 30 for FY2017. Open year-end purchase orders typically result from vendors performing project work over multiple months, projects that span two (or more) fiscal years, or lengthy delivery times for items ordered. A listing of 17 outstanding purchase orders is attached. The listing provides the purchase order number, vendor, description, account code, department, fund description and amount of open obligation.

Summary of Amounts to be Re-appropriated:

EXPENDITURES:		
0100-03-100-0601-00000-000-000-000-46011	POLICE DEPT UNIFORM/APPAREL	25,395.44
0100-03-200-0610-00000-000-000-000-46011	FIRE EMS UNIFORM/APPAREL	6,977.26
0100-04-103-0504-00000-000-000-000-43310	GENERAL PROPERTIES REPAIRS & MAINTENANCE	6,561.00
0220-04-104-2121-00000-000-000-000-48130	STORM WATER IMPR TO SITES	5,500.00
0220-04-104-2122-00000-000-000-000-43101	SW BIRCHETT ESTATES PROF SERVICES	2,648.80
0220-04-104-2122-00000-000-000-000-43101	SW BIRCHETT ESTATES PROF SERVICES	5,599.75
0220-04-104-2123-00000-000-000-000-43101	SW CEDAR CREEK PROFESSIONAL SERVICES	11,213.97
0311-01-002-3101-00000-000-000-000-43101-3101	CIP BROADBAND IMPLEMENTATION PRF SVCS	20,712.90
0311-07-211-3136-00000-000-000-000-48240	CIP P&R COMM CENTER PARKING LOT	1,003.00
0311-07-211-3161-00000-000-000-000-48130	CIP P&R CANOE LAUNCH	39,488.00
0311-07-211-3164-00000-000-000-000-48120	CIP CWC ASBESTOS REMOVAL	39,850.00
0600-04-104-7000-00000-000-000-000-43101	UTIL MAINT PROFESSIONAL SVCS	2,960.00
0600-04-104-7000-00000-000-000-000-43311	UTIL MAINT CONTRACT FEES / ADMIN	8,107.00
0620-04-104-7014-00000-000-000-000-48201	UTIL CAPITAL MACHINERY & EQUIPMENT	54,119.00
0620-04-104-7014-00000-000-000-000-48401	UTIL CAP SEWER REHAB/REPL PETERSBURG	35,720.00
0620-04-104-7016-00000-000-000-000-48406	UTIL CAPITAL WATER FACILITY IMPROVEMENTS	8,907.50
		274,763.62
REVENUES:		
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND USE OF FUND BALANCE	38,933.70
0220-40-900-8208-00000-000-000-000-399999	STORM WATER USE OF FUND BALANCE	24,962.52
0311-40-900-8208-00000-000-000-000-399999	CIP USE OF FUND BALANCE	101,053.90
0600-40-900-8208-00000-000-000-000-399999	UTILITY OPERATING USE OF FUND BALANCE	109,813.50
		274,763.62

Re-appropriations for state and federal grants and donations will be forwarded separately following the final posting of invoices to "Period 13,, for FY2017.

Please see attached purchase order listing for more details.

I am available at your convenience should you require additional information.

COUNTY OF PRINCE GEORGE
LIST OF OUTSTANDING PURCHASE ORDERS / ENCUMBRANCES AT JUNE 30, 2017

ITEM #	PO#	Vendor #	Vendor Name	PURCHASE DESCRIPTION	OPEN BALANCE AT		FUND	FUND DESCRIPTION	Dept Code	DEPT NAME	
					6/30/2017						
1	20170180	100307	BLUE RIDGE RESCUE	TURNOUT GEAR	0100-03-200-0610-000000-000-000-46011	6,977.25	0100	GENERAL	0610	FIRE/EMS	
2	20170203	107875	AMERICAN UNIFORM	BLAUER ARMOR UNIFORMS	0100-03-100-0601-000000-000-000-46011	25,395.44	0100	GENERAL	0601	POLICE DEPT	
3	20170212	107922	VERTIV SERVICES	BATTERIES - 2 911 TOWERS	0100-04-103-0504-000000-000-000-43310	6,561.00	0100	GENERAL	0504	BUILDINGS & GROUNDS	
4	20170029	102812	TIMMONS GROUP	STREAM DESIGN RESTORATION	0220-04-104-2122-000000-000-000-43101	2,648.80	0220	STORM WATER	0402	STORM WATER	
5	20170030	102812	TIMMONS GROUP	STREAM DESIGN RESTORATION	0220-04-104-2123-000000-000-000-43101	4,830.00	0220	STORM WATER	0402	STORM WATER	
6	20170031	102812	TIMMONS GROUP	STREAM DESIGN RESTORATION	0220-04-104-2123-000000-000-000-43101	1,484.20	0220	STORM WATER	0402	STORM WATER	
7	20170192	102812	TIMMONS GROUP	DRAINAGE & TEMP CONSTR	0220-04-104-2122-000000-000-000-43101						
8	20170195	104638	HEATON'S LAWN MAINT	TREE CUT / CONCRETE REPAIR	43101 [\$4,899.77]	10,499.52	0220	STORM WATER	0300	STORM WATER	
9	20170033	105102	BOWMAN CONSULTING	SURVEYING COMMUNITY CENTER PARKING LOT	0220-04-104-2121-000000-000-000-48130	5,500.00	0220	STORM WATER	0300	STORM WATER	
10	20170034	107110	DESIGN NINE INC	BROADBAND	0311-07-211-3156-000000-000-000-48240	1,003.00	0311	CAPITAL	0505	CIP	
11	20170172	107818	JOHN K GEORGE A	CANOE LAUNCH	0311-01-002-3101-000000-000-000-43101-3101	20,712.90	0311	CAPITAL	2151	CIP BROADBAND	
12	20170206	107746	WACO INC	PIPE INSULATION CWC	0311-07-211-3164-000000-000-000-48120	39,488.00	0311	CAPITAL	0505	CIP	
13	20170028	106290	DEWBERRY ENGINEERS	WATER & WASTEWATER MODELING	0600-04-104-7000-000000-000-000-43101	2,960.00	0600	UTILITY - OPERATING	0506	UTILITIES	
14	20170137	105250	FIDELITY POWER	EMERGENCY GEN INSPECTION	0600-04-104-7000-000000-000-000-43311	8,107.00	0600	UTILITY - OPERATING	0506	UTILITIES	
15	20170097	102812	TIMMONS GROUP	ENGINEERING S. CRATER	0620-04-104-7014-000000-000-000-48401	35,720.00	0620	UTILITY - CAPITAL	0506	UTILITIES	
16	20170161	106290	DEWBERRY ENGINEERS	ENGINEERING FOOD LION	0620-04-104-7016-000000-000-000-48406	8,907.50	0620	UTILITY - CAPITAL	0506	UTILITIES	
17	20170183	107313	DORSETT TECHNOLOGY	SCADA PHASE II	0620-04-104-7014-000000-000-000-48201	54,119.00	0620	UTILITY - CAPITAL	0506	UTILITIES	
GRAND TOTAL						274,763.62					

TOTAL BY FUND:

GENERAL [0100]	38,933.70
STORM WATER [0220]	24,962.52
CAPITAL [0311]	101,053.90
UTILITY - OPERATING [0600]	11,067.00
UTILITY - CAPITAL [0620]	98,746.50
GRAND TOTAL	274,763.62

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 12th day of September, 2017:

Present:

Vote:

William A. Robertson, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Alan R. Carmichael
Hugh G. Mumford
T. J. Webb

A-3

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; RE-APPROPRIATION (\$274,763.62 OUSTANDING
JUNE 30, 2017 ENCUMBRANCES / PURCHASE ORDERS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

See page 2

FUND/ORGANIZATIONAMOUNT**EXPENDITURES:**

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274,763.62**REVENUES:**

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274,763.62

A Copy Teste:

 Percy C. Ashcraft
 County Administrator