



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

September 15, 2017

To: Mr. Percy Ashcraft
County Administrator

From: Betsy Drewry, Director of Finance 

Re: Re-appropriation of Unexpended FY 2016-17 funds to FY 2017-18 [Grants, Donations and Capital Balances]

With the end of fiscal year 2017 and the beginning of fiscal year 2018, there are several funds in the County budget that need to be re-appropriated from FY2017 to FY2018 to ensure proper accounting and meet statutory requirements. These amounts are associated with state and federal grants, donations, designated funds, and capital projects. The following list shows the budget amounts that are requested to be re-appropriated to fiscal year 2017-2018. The carry forwards are for the General Fund, Asset Forfeiture, Storm Water Fund and Utility Capital Fund.

1. **Law Enforcement Grants** – The County maintains law enforcement related grants and donations in department 0602. Unexpended balances are carried forward annually in accordance with the provisions of the grant or the intended purposes of specific donations.

Account Code	Description	Amount
0100-03-100-0602-00000-000-000-000-41709 -	DMV SAFETY GRANT - SELECTIVE ENFORCEMENT WAGES	10,680.20
0100-03-100-0602-00000-000-000-000-45540 -	DMV SAFETY GRANT - TRAINING	86.77
0100-03-100-0602-00000-000-000-000-46014 -	DMV SAFETY GRANT - SUPPLIES	879.00
0100-03-100-0602-00000-000-000-000-45790	DONATIONS - FIRST RESPONDER FUNDS	1,623.74
0100-03-100-0602-00000-000-000-000-46013	POLICE DEPT DONATIONS - EDUC / RECREATION SUPPLIES	711.25
0100-03-100-0602-00000-000-000-000-46026	CHILD SAFETY SEAT PROGRAM	6.80
0100-03-100-0602-00000-000-000-000-46029	ANIMAL SHELTER DONATIONS	32,518.42
0100-03-100-0602-00000-000-000-000-46076	POLICE GRANT BRICK PAVER PROJECT	175.00
0100-03-100-0602-00000-000-000-000-48101	HARRISON FOUNDATION MACHINERY EQUIP	8,500.00
	SUB TOTAL LAW ENFORCEMENT GRANTS / DONATIONS	55,181.18
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	55,181.18

2. **Law Library** - A law library fee is collected on every civil action in the Prince George County Courts. This fee is earmarked for the maintenance of the Law Library located in the Courthouse. The following would appropriate the balance of the law library fees as of June 30, 2017.

Account Code	Description	Amount
0100-02-010-0905-00000-000-000-000-46012	LAW LIBRARY BOOKS & SUBSCRIPTIONS	17,967.51
	SUB TOTAL LAW LIBRARY BOOKS & SUBSCRIPTIONS	17,967.51
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	17,967.51

3. **Fire Programs Funds** – The Fire Programs Funds are provided by the state of Virginia and are designated to be spent specifically on training, fire education programs, local fire service training facilities, personal fire protective equipment, fire vehicles including apparatus and firefighting equipment and supplies and other items as included per the fire programs funds requirements set by the state. The funds remaining in each companies accounts are as follows:

Account Code	Description	Amount
0100-03-200-0604-00000-000-000-000-48248	FIRE PROGRAM FUNDS - COMPANY 1 (PG)	30,029.04
0100-03-200-0605-00000-000-000-000-48248	FIRE PROGRAM FUNDS - DISPUTANTA VFD	25,265.04
0100-03-200-0606-00000-000-000-000-48248	FIRE PROGRAM FUNDS - CARSON VFD	28,215.39
0100-03-200-0607-00000-000-000-000-48248	FIRE PROGRAM FUNDS - BURROWSVILLE VFD	29,669.55
0100-03-200-0608-00000-000-000-000-48248	FIRE PROGRAM FUNDS - JEFFERSON PARK VFD	37,740.07
0100-03-200-0614-00000-000-000-000-48248	FIRE PROGRAM FUNDS - FIRE/EMS	7,037.86
	SUB TOTAL FIRE PROGRAM FUNDS	157,956.95
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	157,956.95

4. **Fire and EMS Grants and Donations** – The Fire and EMS Department receives many grants from state and local agencies. These grants are for specific purposes and must be carried forward each year. For FY2017 the amount of the remaining funds is \$99,201.26.

Account Code	Description	Amount
0100-03-200-0614-00000-000-000-000-45642	FOUR FOR LIFE	61,734.03
0100-03-200-0614-00000-000-000-000-45643-7201	HOMELAND SECURITY GRANT - CERT	5,462.09
0100-03-200-0614-00000-000-000-000-45643-7208	HOMELAND SECURITY GRANT - RESCUE TASK FORCE BALL PROTECTION	15,033.55
0100-03-200-0614-00000-000-000-000-45643-7213	HOMELAND SECURITY GRANT - JURISDICTIONAL INTEROPERABILITY IMPROVEMENT	99.92
0100-03-200-0614-00000-000-000-000-46025	FIRE & EMS DONATIONS	8,429.98
0100-03-200-0614-00000-000-000-000-46038	LEPC DONATIONS	1,155.98
0100-03-200-0614-00000-000-000-000-46080	HOMETOWN HEROES	5,809.35
0100-03-200-0614-00000-000-000-000-46081	PG FIRE MUSEUM FUND (COOKBOOKS)	(132.30)
0100-03-200-0614-00000-000-000-000-46082	GUNS N HOSES	1,608.66
	SUB TOTAL FIRE / EMS GRANTS & DONATIONS	99,201.26
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	99,201.26

5. **Farmer's Market Donations** – Sports Backers Grant/Donation – Richmond Metro Sports Backers made a \$400 donation for Farmer's Market Fitness initiatives. The remaining donation balance at June 30, 2017 was \$124.47.

Account Code	Description	Amount
0100-09-401-0918-00000-000-000-000-46042	SPORTS BACKERS DONATION	124.47
	SUB TOTAL FARMER'S MARKET DONATIONS	124.47
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	124.47

GRAND TOTAL GENERAL FUND	\$330,431.37
---------------------------------	---------------------

The total General Fund Balance \$330,431.37 is to be re-appropriated.

6. *Asset Forfeiture Funds* - The County participates in the State and Federal Equitable Sharing program. Each year as assets are seized, the County receives proceeds from the items to be used for public safety expenses. As the funds are not allowed to supplant the existing operating budgets, they are held in a separate Asset Forfeiture Fund and accounted for separate from the general operating budget. The remaining balances in the asset forfeiture accounts as of June 30, 2017 total \$54,332.53. This balance needs to be appropriated for use in FY2018.

Account Code	Description	Amount
0211-02-020-0204-00000-000-000-000-46028	COMM ATTY STATE ASSET FORFEITURE	26,404.81
0211-02-020-0204-00000-000-000-000-46072	COMM ATTY LOCAL ASSET FORFEITURE	1,216.78
0211-03-100-0601-00000-000-000-000-46028	POLICE DEPT STATE ASSET FORFEITURE	25,347.42
0211-03-100-0601-00000-000-000-000-46072	POLICE DEPT LOCAL ASSET FORFEITURE	1,363.52
	SUB TOTAL ASSET FORFEITURE	54,332.53
0211-00-000-0000-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	54,332.53

7. *Storm Water Capital Funds* – The remaining balance of capital funds from FY2015 debt issuance (bond proceeds) is \$1,666,576.10 at June 30, 2017. This balance needs to be appropriated for use in FY2018.

Account Code	Description	Amount
0220-04-104-2122-00000-000-000-000-43101	BIRCHETT ESTATES PROFESSIONAL SERVICES	125,000.00
0220-04-104-2122-00000-000-000-000-48130	BIRCHETT ESTATES IMPROVEMENT TO SITES	875,000.00
0220-04-104-2123-00000-000-000-000-43101	CEDAR CREEK PROFESSIONAL SERVICES	100,000.00
0220-04-104-2123-00000-000-000-000-48130	CEDAR CREEK IMPROVEMENT TO SITES	400,000.00
0220-04-104-2121-00000-000-000-000-48130	STORMWATER IMPR TO SITES	80,456.10
0220-04-104-2121-00000-000-000-000-41100	ADMINISTRATIVE COSTS (CDCC SAL)	80,000.00
0220-04-104-2121-00000-000-000-000-42100	ADMINISTRATIVE COSTS (CDCC SAL)	6,120.00
	SUB TOTAL UNUSED STORMWATER DEBT PROCEEDS	1,666,576.10
0220-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	1,666,576.10

8. *Utility Fund Capital Funds* – The remaining balance of capital funds from FY2016 debt issuance (bond proceeds) is \$931,744.30 at June 30, 2017. The balance of the Love’s contribution toward the Food Lion project at June 30, 2017 is \$122,324.00. These balances need to be appropriated for use in the upcoming fiscal year.

Account Code	Description	Amount
0620-04-104-7014-00000-000-000-000-48402	SEWER PUMP STATION IMPROVEMENTS (BOND PROCEEDS)	931,744.30
0620-04-104-7016-00000-000-000-000-48406	UTILITY WATER FACILITY IMPROVEMENTS FOOD LION	122,324.00
	SUB TOTAL UNUSED UTILITY DEBT PROCEEDS	1,054,068.30
0620-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	1,054,068.30

**Net of Purchase Orders Forward approved previously

Total of amounts carried forward by fund are:

0100	General Fund	\$ 330,431.37
0211	Asset Forfeiture Fund	\$ 54,332.53
0220	Stormwater Fund	\$1,666,576.10
0620	Utility Capital Fund	\$1,054,068.30
	Grand Total	\$3,105,408.30

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

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 26th 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-2

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

RESOLUTION; APPROPRIATION OF UNEXPENDED FY2016-17 BUDGETS TO FY2017-18 (\$3,105,408.30 GRANTS, DONATIONS AND CAPITAL FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26th 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/ORGANIZATION

AMOUNT

<u>Account Code</u>	<u>Description</u>	<u>Amount</u>
0100-03-100-0602-00000-000-000-000-41709 -	DMV SAFETY GRANT - SELECTIVE ENFORCEMENT WAGES	10,680.20
0100-03-100-0602-00000-000-000-000-45540 -	DMV SAFETY GRANT - TRAINING	86.77
0100-03-100-0602-00000-000-000-000-46014 -	DMV SAFETY GRANT - SUPPLIES	879.00
0100-03-100-0602-00000-000-000-000-45790	DONATIONS - FIRST RESPONDER FUNDS	1,623.74
0100-03-100-0602-00000-000-000-000-46013	POLICE DEPT DONATIONS - EDUC / RECREATION SUPPLIES	711.25
0100-03-100-0602-00000-000-000-000-46026	CHILD SAFETY SEAT PROGRAM	6.80
0100-03-100-0602-00000-000-000-000-46029	ANIMAL SHELTER DONATIONS	32,518.42
0100-03-100-0602-00000-000-000-000-46076	POLICE GRANT BRICK PAVER PROJECT	175.00
0100-03-100-0602-00000-000-000-000-48101	HARRISON FOUNDATION MACHINERY EQUIP	8,500.00
0100-02-010-0905-00000-000-000-000-46012	LAW LIBRARY BOOKS & SUBSCRIPTIONS	17,967.51
0100-03-200-0604-00000-000-000-000-48248	FIRE PROGRAM FUNDS - COMPANY 1 (PG)	30,029.04
0100-03-200-0605-00000-000-000-000-48248	FIRE PROGRAM FUNDS - DISPUTANTA VFD	25,265.04
0100-03-200-0606-00000-000-000-000-48248	FIRE PROGRAM FUNDS - CARSON VFD	28,215.39
0100-03-200-0607-00000-000-000-000-48248	FIRE PROGRAM FUNDS - BURROWSVILLE VFD	29,669.55
0100-03-200-0608-00000-000-000-000-48248	FIRE PROGRAM FUNDS - JEFFERSON PARK VFD	37,740.07
0100-03-200-0614-00000-000-000-000-48248	FIRE PROGRAM FUNDS - FIRE/EMS	7,037.86
0100-03-200-0614-00000-000-000-000-45642	FOUR FOR LIFE	61,734.03
0100-03-200-0614-00000-000-000-000-45643-7201	HOMELAND SECURITY GRANT - CERT	5,462.09
0100-03-200-0614-00000-000-000-000-45643-7208	HOMELAND SECURITY GRANT - RESCUE TASK FORCE BALL F	15,033.55
0100-03-200-0614-00000-000-000-000-45643-7213	HOMELAND SECURITY GRANT - JURISDICTIONAL INTEROPE	99.92
0100-03-200-0614-00000-000-000-000-46025	FIRE & EMS DONATIONS	8,429.98
0100-03-200-0614-00000-000-000-000-46038	LEPC DONATIONS	1,155.98
0100-03-200-0614-00000-000-000-000-46080	HOMETOWN HEROES	5,809.35
0100-03-200-0614-00000-000-000-000-46081	PG FIRE MUSEUM FUND (COOKBOOKS)	(132.30)
0100-03-200-0614-00000-000-000-000-46082	GUNS N HOSES	1,608.66
0100-09-401-0918-00000-000-000-000-46042	SPORTS BACKERS DONATION - FARMER'S MARKET	124.47
0211-02-020-0204-00000-000-000-000-46028	COMM ATTY STATE ASSET FORFEITURE	26,404.81
0211-02-020-0204-00000-000-000-000-46072	COMM ATTY LOCAL ASSET FORFEITURE	1,216.78
0211-03-100-0601-00000-000-000-000-46028	POLICE DEPT STATE ASSET FORFEITURE	25,347.42
0211-03-100-0601-00000-000-000-000-46072	POLICE DEPT LOCAL ASSET FORFEITURE	1,363.52
0220-04-104-2122-00000-000-000-000-43101	BIRCHETT ESTATES PROFESSIONAL SERVICES	125,000.00
0220-04-104-2122-00000-000-000-000-48130	BIRCHETT ESTATES IMPROVEMENT TO SITES	875,000.00
0220-04-104-2123-00000-000-000-000-43101	CEDAR CREEK PROFESSIONAL SERVICES	100,000.00
0220-04-104-2123-00000-000-000-000-48130	CEDAR CREEK IMPROVEMENT TO SITES	400,000.00
0220-04-104-2121-00000-000-000-000-48130	STORMWATER IMPR TO SITES	80,456.10
0220-04-104-2121-00000-000-000-000-41100	ADMINISTRATIVE COSTS (CDCC SAL)	80,000.00
0220-04-104-2121-00000-000-000-000-42100	ADMINISTRATIVE COSTS (CDCC SAL)	6,120.00
0620-04-104-7014-00000-000-000-000-48402	SEWER PUMP STATION IMPROVEMENTS (BOND PROCEED	931,744.30
0620-04-104-7016-00000-000-000-000-48406	UTILITY WATER FACILITY IMPROVEMENTS FOOD LION	122,324.00
	TOTAL EXPENDITURES**	3,105,408.30
	REVENUE	
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; GENERAL FUND	330,431.37
0211-00-000-0000-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	54,332.53
0220-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; STORM WATER FUND	1,666,576.10
0620-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; UTILITY FUND	1,054,068.30
	TOTAL REVENUES**	3,105,408.30
	**NET OF PURCHASE ORDERS FORWARD ALREADY APPROPRIATED	

A Copy Teste:

Percy C. Ashcraft
County Administrator