

# Issue Analysis Form

**Date:** October 9, 2018  
**Item:** Re-Appropriation – Various  
FY19 Initiatives  
**Lead Department(s):** County Finance  
**Contact Person(s):** Betsy Drewry



## Description and Current Status

With the end of fiscal year 2017-2018 and the beginning of fiscal year 2018-2019, there were three department heads / budget managers who contacted Finance and/or General Services about the ability to carryover General Fund FY2018 savings for some small initiatives totaling \$38,638 in FY2018-19.

1. **Circuit Court carpet replacement - \$12,370;** Department 0902 – Circuit Court – had remaining total funds over budgeted amounts of over \$12,370 in FY2018. They would like consideration to carry forward these savings into FY2019 for the purpose of replacing the aged carpeting in the judge's chambers. The carpeting is original to the building and is in need of replacement. The Director of General Services obtained quotes and this amount is sufficient to cover the cost of the carpet replacement.
2. **Clerk of Court high density filing system - \$10,820;** The Clerk of Circuit Court (Department 0202) did not utilize FY2018 budgeted amounts of \$10,820 to purchase a high density filing system, budgeted in 0100-02-010-0202-48102 Furniture & Fixtures. He would like consideration to carry forward this budgeted amount to FY2019. Pricing obtained from Kofile Technologies is still available at FY2018 quoted amount of \$10,820.
3. **County Assessor – one time part-time wages - \$15,448** (\$14,350 wages + 1,098 FICA); The County Assessor's actual expenditures were over \$67,000 less than budgeted amounts in FY2018. He would like consideration to carry forward \$15,448 to FY2019 to cover a one-time expansion of part-time wages. The recruitment and filling of his Operations Manager position took longer than anticipated (planned fill date spring 2018; actual fill date of 7/16/2018). To allow for sufficient training and migration of duties, he would like to allow part-time staff to continue with expanded hours until January 1, 2019.

The re-appropriation of \$38,638 in fund balance is required to meet these requests.

**Board Action Requested:**

Approve re-appropriation of General Fund Balance to FY2018-19 for \$38,638.00.

A draft resolution for budget amendment / appropriation is attached for Board consideration.

Appropriation Entry:

**General Fund (0100) - Revenues**

Increase:

0100-40-900-8208-399999	General Fund's Fund Balance	\$38,638.00
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**General Fund (0100) - Expenditures**

Increase:

0100-02-010-0202-48102	Clerk of Court Furniture & Fixtures	\$10,820.00
0100-02-010-0902-48102	Circuit Court Furniture & Fixtures	\$12,370.00
0100-01-002-0401-41300	Assessor Part-Time Wages	\$14,350.00
0100-01-002-0401-42100	Assessor FICA	\$1,098.00

**Government Path**

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, before what date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Fiscal Impact Statement**

Appropriation of fund balance totaling \$38,638.00

**County Impact**

Action makes available from fund balance unspent FY2018 resources to meet department requests.

**Notes**

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 9<sup>th</sup> day of October, 2018:

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<u>Present:</u>	<u>Vote:</u>
Alan R. Carmichael, Jr., Chairman	
Donald R. Hunter, Vice-Chairman	
Floyd M. Brown, Jr.	
Marlene J. Waymack	
T. J. Webb	

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

**RESOLUTION; APPROPRIATION (\$38,638 COURTHOUSE CARPET; CIRCUIT COURT FILING SYSTEM; ASSESSOR’S PART-TIME WAGES)**

WHEREAS, three Prince George County departments have requested carry forward of unutilized FY2018 budget amounts to meet FY2019 needs as follows:

1. Prince George County Circuit Court (0902) replace judge’s chamber carpeting - \$12,370;
2. Prince George County Clerk of Circuit Court (0202) high density filing system - \$10,820;
3. Assessor’s Office (0401) part-time wages - \$15,448

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of October, 2018, does hereby authorize and appropriate the following transfer of funds within the 2018-2019 Budget, such line items modified as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

Continued

FUND/ORGANIZATION

AMOUNT

**General Fund (0100) - Revenues**

Increase:

0100-40-900-8208-399999	General Fund's Fund Balance	\$38,638.00
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**General Fund (0100) - Expenditures**

Increase:

0100-02-010-0202-48102	Clerk of Court Furniture & Fixtures	\$10,820.00
0100-02-010-0902-48102	Circuit Court Furniture & Fixtures	\$12,370.00
0100-01-002-0401-41300	Assessor Part-Time Wages	\$14,350.00
0100-01-002-0401-42100	Assessor FICA	\$1,098.00

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Percy C. Ashcraft  
County Administrator