

# Issue Analysis Form



**Date:** August 11, 2020  
 Re-Appropriation –  
 Outstanding June 30, 2020  
 Encumbrances / Purchase  
**Item:** Orders  
**Lead Department(s):** County Finance  
**Contact Person(s):** Betsy Drewry

## Description and Current Status

With the recent transition of fiscal years (end of fiscal year 2019-2020 and the beginning of fiscal year 2020-2021), there are several open obligated purchase orders from the FY2019-20 budget that need to be re-appropriated from FY2019-20 to FY2020-21 to insure proper accounting and honor outstanding obligations.

There are several encumbrances / purchase orders that were outstanding as of June 30, 2020. 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 ordered items. A listing of FY2020 outstanding purchase orders is attached (**ATTACHMENT A**). The listing provides the purchase order number, entity (County or School), fund, fund description, vendor name, purchase order description, and the amount of open obligation. **Two school purchase orders** are included in this year's request (see **ATTACHMENT B**). Attachment A summarizes the amounts to be re-appropriated by fund as follows:

FUND #	FUND DESCR	AMOUNT	%
0100	GENERAL FUND	26,568.34	0.97%
0211	ASSET FORFEITURE	1,883.24	0.07%
0213	TOURISM	21,357.00	0.78%
0217	COMMUNITY CORRECTIONS (RCJA)	51,367.05	1.88%
0220	STORMWATER	4,166.00	0.15%
0230	CARES CORONA VIRUS RELIEF FUNDS	39,495.00	1.44%
0311	CIP FUND	1,902,239.25	69.58%
0500	SCHOOL OPERATING	47,039.00	1.72%
0610	UTILITY	113,302.00	4.14%
0620	UTILITY CAPITAL	526,622.20	19.26%
<b>TOTAL</b>		<b>2,734,039.08</b>	

School Purchase Orders total \$47,039 and are contained within the School Operating Fund (0500). The School POs are re-appropriated as a General Fund Transfer (unexpended School Operating fund reverts to General Fund Balance at year-end).

**Board Action Requested:**

Approve re-appropriation of Fund Balance to FY2020-21 for purchase order obligations outstanding at June 30, 2020. The total re-appropriation is \$2,734,039.08. **The General Fund portion is \$26,568.34, with school purchase orders \$73,607.34.**

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

**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 \$2,734,039.08 (FY2019 was \$1,118,394.28 and FY2018 was \$548,899.78).

**County General Fund Portion is \$26,568.34 [\$73,607.34 with school POs]** (FY2019 was \$179,818.19 and FY2018 was \$97,275.07).

**County Impact**

Action makes available from fund balance resources to honor purchase order obligations outstanding on June 30, 2020.

**Notes**

PO #	ENTITY	FUND	FUND DESCRIPTION	Vendor Name	PO DESCRIPTION	Sum of Balance
2808	SCHOOL	0500	SCHOOL OPERATING	VOIGT ENTERPRISES	HIGH SCHOOL SOUND SYSTEM	2,350.00
6788	SCHOOL	0500	SCHOOL OPERATING	WARWICK MECHANICAL GROUP	WALTON HYAC PHASE I (EXCESS OF CIP BALANCE)	44,689.00
20200022	COUNTY	0220	STORMWATER	TIMMONS GROUP	STORMWATER - ENGINEERING SERVICES BIRCH EST REACH 1 PHASE 1	2,451.00
20200025	COUNTY	0220	STORMWATER	TIMMONS GROUP	STORMWATER - ENGINEERING SERVICES CEDAR CRK REACH 5	1,715.00
20200028	COUNTY	0311	CIP FUND	TYLER TECHNOLOG	CIP - CDCS SOFTWARE REPLACEMENT ENERGOW I/VR SYSTEM	3,494.93
20200033	COUNTY	0311	CIP FUND	DEWBERRY ENGINE	CIP - UTILITY ENGINEERING FOOD LION WATER SYSTEM UPGRADES	5,870.00
20200034	COUNTY	0620	UTILITY CAPITAL FUND	DEWBERRY ENGINE	UTILITY - ENGINEERING WATER TREATMENT PLANT ANALYSIS	22,135.50
20200045	COUNTY	0311	CIP FUND	VISION GOVERNME	CIP - ASSESSOR SOFTWARE REPLACEMENT VISION	34,975.00
20200055	COUNTY	0311	CIP FUND	TYLER TECHNOLOG	CIP - CDCS SOFTWARE REPLACEMENT ENERGOW	17,047.64
20200121	COUNTY	0311	CIP FUND	SHEEY FORD	CIP - POLICE VEHICLES (6) ORDERED NOT IN BY JUNE 30	209,261.40
20200136	COUNTY	0311	CIP FUND	SHEEY FORD	CIP - SHERIFF VEHICLE (1) ORDERED NOT IN BY JUNE 30	34,876.90
20200144	COUNTY	0620	UTILITY CAPITAL FUND	DRAPER ADEN ASS	UTILITY - ENGINEERING SEWER PUMP STATION #7 REHAB	8,076.16
20200217	COUNTY	0311	CIP FUND	ATLANTIC EMERGE	CIP - FIRE APPARATUS COMPANY 4 PUMPER REMAINING BALANCE	52,222.00
20200218	COUNTY	0311	CIP FUND	ATLANTIC EMERGE	CIP - FIRE APPARATUS COMPANY 1 PUMPER REMAINING BALANCE	71,962.00
20200219	COUNTY	0311	CIP FUND	ATLANTIC EMERGE	CIP - FIRE APPARATUS COMPANY 5 PUMPER REMAINING BALANCE	78,157.00
20200220	COUNTY	0311	CIP FUND	ATLANTIC EMERGE	CIP - FIRE APPARATUS COMPANY 3 HEAVY DUTY RESCUE TRUCK REMAINING BALANCE	90,332.00
20200237	COUNTY	0213	TOURISM	MTS RECREATION	TOURISM - JEI MOORE FIELD IMPROVEMENTS BENCH AND TRASH RECEPTACLE	1,917.00
20200263	COUNTY	0620	UTILITY CAPITAL FUND	WW ASSOCIATES I	UTILITY - ENGINEERING CONSTRUCTION ADMIN JORDAN ON JAMES FILTER	7,042.50
20200264	COUNTY	0610	UTILITY REPLACEMENT RESERVE FUND	DRAPER ADEN ASS	UTILITY - ENGINEERING ASSET INVENTORY AND CONDITION ASSESSMENT	14,002.00
20200265	COUNTY	0620	UTILITY CAPITAL FUND	DORSETT TECHNOL	UTILITY - SCADA LS 5, 17 AND 23 (REMAINING BALANCE)	6,882.09
20200285	COUNTY	0620	UTILITY CAPITAL FUND	BOWMAN CONSULTI	UTILITY - ENGINEERING CEDAR CREEK BRIDGE PLANNING WORK	1,555.00
20200292	COUNTY	0610	UTILITY REPLACEMENT RESERVE FUND	DRAPER ADEN ASS	UTILITY - ENGINEERING ASSET INVENTORY AND CONDITION ASSESSMENT (Phase 2)	49,700.00
20200293	COUNTY	0620	UTILITY CAPITAL FUND	WW ASSOCIATES I	UTILITY - SANITARY SEWER CCTV PROJECT ENGINEERING; HOPEWELL AREA 1A & 2A	89,950.00
20200296	COUNTY	0620	UTILITY CAPITAL FUND	DRAPER ADEN ASS	UTILITY - PUMP STATION 3 REPLACEMENT DESIGN & BID PREPARATION	16,899.86
20200297	COUNTY	0217	COMMUNITY CORRECTIONS	DOMINION LOCK A	COMMUNITY CORRECTIONS - SWIPE ENTRY SYSTEM FOR RCIA	30,506.05
20200300	COUNTY	0100	GENERAL FUND	ATLANTIC EMERGE	BURROWSVILLE FIRE/JEMS - TANKER 4 EQUIPMENT (FIRE PROGRAM FUNDS)	8,641.94
20200302	COUNTY	0100	GENERAL FUND	BLUE RIDGE RESC	FIRE/JEMS - TURNOUT GEAR NEW RECRUIT (CO 3); BOOTS ON BACKORDER AT 6/30/2020 [SAFER GRANT]	395.00
20200303	COUNTY	0100	GENERAL FUND	BSN SPORTS	FIRE/JEMS - TURNOUT GEAR NEW RECRUIT (CO 3); BOOTS ON BACKORDER AT 6/30/2020	1,975.00
20200307	COUNTY	0213	TOURISM	MTS RECREATION	TOURISM - BARRIER NETTING SYSTEM; JEI MOORE BASEBALL/SOFTBALL FIELDS	19,440.00
20200308	COUNTY	0100	GENERAL FUND	DEWBERRY ENGINE	PARKS & RECREATION - BARRIER POSTS JEI MOORE BASEBALL/SOFTBALL FIELDS	12,600.00
20200309	COUNTY	0311	CIP FUND	GANNETT FLEMING	CIP UTILITIES - ROUTE 460 WATER MAIN EXTENSION ENGINEERING	26,415.00
20200311	COUNTY	0620	UTILITY CAPITAL FUND	PERKINSON CONST	UTILITIES - ENGINEERING SERVICES - RISK & RESILIENCE ASSESSMENT & EMERGENCY RESPONSE PLAN UPDATES	69,085.00
20200314	COUNTY	0620	UTILITY CAPITAL FUND	PROFORCE MARKET	UTILITIES - PUMP STATION 1 EXPLORATORY WORK	15,183.34
20200316	COUNTY	0100	GENERAL FUND	CENTENNIAL COMIT	POLICE - HOLOSUN LASER LIGHTS (10)	2,956.40
20200325	COUNTY	0311	CIP FUND	DEWBERRY ENGINE	CIP - SCOTT PARK RESTROOM & CONCESSION STAND CONSTRUCTION	163,052.00
20200326	COUNTY	0311	CIP FUND	DEWBERRY ENGINE	CIP - UTILITY ENGINEERING ROUTE 156 WATER LINE EXTENSION CONSTRUCTION ADMIN	67,890.00
20200327	COUNTY	0311	CIP FUND	DEWBERRY ENGINE	CIP - UTILITY ENGINEERING FOOD LION WATER SYSTEM UPGRADE CONSTRUCTION ADMIN	70,760.00
20200328	COUNTY	0311	CIP FUND	DEWBERRY ENGINE	CIP - UTILITY ENGINEERING FOOD LION WATER SYSTEM UPGRADE CONSTRUCTION INSPECTION	100,000.00
					CIP - UTILITY ENGINEERING ROUTE 156 WATER LINE EXTENSION CONSTRUCTION INSPECTION	50,000.00
20200329	COUNTY	0230	CARES CRF	OFFICE PRO TECH	CARES FUNDING - THERMAL TEMPERATURE SCANNING TABLETS & STANDS (15)	39,495.00
20200335	COUNTY	0211	ASSET FORFEITURE	TOWN POLICE SUP	ASSET FORFEITURE - POLICE EMERGENCY RESPONSE ITEMS	1,883.24
20200338	COUNTY	0311	CIP FUND	PERKINSON CONST	CIP - SCOTT PARK RESTROOM & CONCESSION STAND CONSTRUCTION	5,250.00
20200347	COUNTY	0610	UTILITY REPLACEMENT RESERVE FUND	DRAPER ADEN ASS	UTILITIES - ASSET MANAGEMENT IMPLEMENTATION - PHASE 3	49,600.00
20200354	COUNTY	0311	CIP FUND	PERKINSON CONST	CIP - UTILITY FOOD LION WATER SYSTEM UPGRADES - CONSTRUCTION	820,673.38
20200355	COUNTY	0620	UTILITY CAPITAL FUND	UTILITY SERVICE	UTILITIES - SAWMILL/COURTHOUSE TANK INTERIOR & EXTERIOR RENOVATIONS & REPAIRS	132,856.78
20200359	COUNTY	0217	COMMUNITY CORRECTIONS	WARWICK MECHANI	COMMUNITY CORRECTIONS - HVAC REPLACEMENT	20,861.00
20200365	COUNTY	0620	UTILITY CAPITAL FUND	WACO	UTILITIES - JORDAN ON THE JAMES FILTER REPLACEMENT	157,955.97
<b>Grand Total</b>						<b>2,734,039.08</b>

LINE 1  
LINE 2



# Prince George County Public Schools

*A Commitment To Quality Education*

July 16, 2020

To: Betsy Drewry, Deputy County Administrator, Finance, Prince George County

From: Monique Barnes, Director of Finance, Prince George County Public Schools

Re: Supplemental Appropriation to FY21 for FY20 Purchase Orders

The Prince George County School Division has tried to avoid rolling purchase orders from one fiscal year to the next. However, on June 30, 2020, we still had two purchase orders for work that had not been completed. The PO to Warwick Mechanical covers services/items for the Walton HVAC project in excess of the available balance in the County-wide CIP Fund. Regarding the PO for Voight Enterprises, the project to replace the sound system has not yet been completed and work approved. We are requesting that the School Board approve the supplemental appropriation at its regular meeting to be held on August 3, 2020.

P O #	P O Date	Vendor	Amount	Comment	Fund
A6788	06/03/20	Warwick Mechanical Group	\$ 44,689	Walton HVAC Phase I (Excess of CIP Balance)	0500
A2808	05/19/20	Voight Enterprises	\$ 2,350	High School Sound System	0500

Our end-of-year balance in Fund 0500 is adequate to cover these expenses. Please include our two rolled purchase orders for the requisite re-appropriation when you present the County's rolled purchase orders to the Prince George County Board of Supervisors.

Thank you for your assistance with this request. Please let us know if there are any additional steps that we need to take to request that Prince George County Board of Supervisors approve this revision to the FY2021 School Board Budget.

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 11<sup>th</sup> day of August, 2020:

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Present:

Donald R. Hunter, Chairman  
Alan R. Carmichael, Jr., Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

Vote:

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A-4

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

RESOLUTION; RE-APPROPRIATION (\$2,734,039.08 OUSTANDING  
JUNE 30, 2020 ENCUMBRANCES / PURCHASE ORDERS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 11<sup>th</sup> day of August, 2020, does hereby authorize the following increase of funds within the 2020-2021 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*

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<b>EXPENDITURES</b>	
0100-03-100-0601-00000-000-000-000-46010 -	GENERAL FUND - POLICE SUPPLIES 2,956.40
0100-03-200-0606-00000-000-000-000-46066 -	GENERAL FUND - CARSON FIRE DEPT TURNOUT GEAR 1,975.00
0100-03-200-0607-00000-000-000-000-48248 -	GENERAL FUND - BURROWSVILLE FIRE PROGRAM FUNDS 8,641.94
0100-03-200-0615-00000-000-000-000-46066 -	GENERAL FUND - SAFER RECRUIT GRANT TURNOUT GEAR 395.00
0100-07-211-0505-00000-000-000-000-45544 -	GENERAL FUND - PARKS & RECREATION SPEC ACTIVITIES 12,600.00
0211-03-100-0601-00000-000-000-000-46028 -	ASSET FORFEITURE - POLICE SUPPLIES 1,883.24
0213-08-301-2131-00000-000-000-000-45652 -	TOURISM FUND - BALL TOURNAMENTS 21,357.00
0217-03-300-2178-00000-000-000-000-48101 -	COMMUNITY CORRECTIONS - MACHINERY & EQUIPMENT 20,861.00
0217-03-300-2178-00000-000-000-000-48102 -	COMMUNITY CORRECTIONS - FURNITURE & FIXTURES 30,506.05
0220-04-104-2122-00000-000-000-000-43101 -	STORMWATER - BIRCH EST REACH 1 PHASE 1 PROF SVCS 2,451.00
0220-04-104-2125-00000-000-000-000-43101 -	STORMWATER - CEDAR CREEK REACH 5 PROF SVCS 1,715.00
0230-03-500-0612-00000-000-000-000-46004 -	CARES CRF FUND - MEDICAL SUPPLIES / PPE 39,495.00
0311-01-002-3182-00000-000-000-000-48204 -	CIP FUND - ASSESSOR SOFTWARE REPLACEMENT 34,975.00
0311-03-100-3103-00000-000-000-000-48105 - 3103	CIP FUND - POLICE VEHICLES 244,138.30
0311-03-200-3104-00000-000-000-000-48121 - 8211	CIP FUND - FIRE APPARATUS EQUIP CO 1 (PG) 71,962.00
0311-03-200-3104-00000-000-000-000-48121 - 8213	CIP FUND - FIRE APPARATUS EQUIP CO 3 (CARSON) 90,332.00
0311-03-200-3104-00000-000-000-000-48121 - 8214	CIP FUND - FIRE APPARATUS EQUIP CO 4 (BURROWSVILLE) 52,222.00
0311-03-200-3104-00000-000-000-000-48121 - 8215	CIP FUND - FIRE APPARATUS EQUIP CO 5 (JEFFERSON PARK) 78,157.00
0311-03-400-3173-00000-000-000-000-48204 -	CIP FUND - CDCC SOFTWARE REPLACEMENT 20,542.57
0311-04-104-3179-00000-000-000-000-48405 -	CIP FUND - UTILITY ROUTE 156 WATER LINE EXTENSION 117,890.00
0311-04-104-3180-00000-000-000-000-48406 -	CIP FUND - UTILITY FOOD LION WATER SYSTEM UPGRADES 1,023,718.38
0311-07-211-3183-00000-000-000-000-48240 -	CIP FUND - SCOTT PARK RESTROOMS & CONCESSION STAND 168,302.00
0500-06-208-6010-66200-000-900-000-48130 -	SCHOOL OPER FUND - CAPITAL OUTLAY IMPRVMNT TO SITES* 47,039.00
0610-04-104-7002-00000-000-000-000-43101 -	UTILITIES REPLACEMENT RESERVES - PROF SVCS 113,302.00
0620-04-104-7016-00000-000-000-000-48406 -	UTILITIES CAPITAL - WATER FACILITY IMPROVEMENTS 366,940.25
0620-04-104-7016-00000-000-000-000-48407 -	UTILITIES CAPITAL - SEWER PUMP STATION REHABS/REPL 137,546.45
0620-04-104-7016-00000-000-000-000-48408 -	UTILITIES CAPITAL - WATER TREATMENT PLANT ANALYSIS 22,135.50
	<b>TOTAL 2,734,039.08</b>
<b>REVENUES</b>	
0100-40-900-8208-00000-000-000-000-399999 -	GENERAL FUND, FUND BALANCE 73,607.34
0211-00-000-0000-00000-000-000-000-399999 -	ASSET FORFEITURE FUND, FUND BALANCE 1,883.24
0213-40-900-8208-00000-000-000-000-399999 -	TOURISM FUND, FUND BALANCE 21,357.00
0217-90-901-8207-00000-000-000-000-399999 -	COMMUNITY CORRECTIONS FUND, FUND BALANCE 51,367.05
0220-40-900-8208-00000-000-000-000-399999 -	STORMWATER FUND, FUND BALANCE 4,166.00
0230-40-900-8208-00000-000-000-000-399999 -	CARES CRF FUND, FUND BALANCE 39,495.00
0311-40-900-8208-00000-000-000-000-399999 -	CIP FUND, FUND BALANCE 1,902,239.25
0610-40-900-8208-00000-000-000-000-399999 -	UTILITY REPLACEMENT RESERVES FUND, FUND BALANCE 113,302.00
0620-40-900-8208-00000-000-000-000-399999 -	UTILITY CAPITAL FUND, FUND BALANCE 526,622.20
	<b>TOTAL 2,734,039.08</b>
	*SCHOOL FUNDS REVERT TO GENERAL FUND AT YEAR-END

A Copy Teste:

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Percy C. Ashcraft  
 County Administrator