

Issue Analysis Form



Date: August 10, 2021
 Re-Appropriation –
 Outstanding June 30, 2021
 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 2020-2021 and the beginning of fiscal year 2021-2022), there are several open obligated purchase orders from the FY2020-21 budget that need to be re-appropriated from FY2020-21 to FY2021-22 to insure proper accounting and honor outstanding obligations.

There are several encumbrances / purchase orders that were outstanding as of June 30, 2021. 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 FY2021 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. **Five 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 DESCRIPTION	CARRYOVER AMOUNT	
0100	GENERAL FUND	194,234.39	16.79%
0213	TOURISM	8,418.80	0.73%
0220	STORMWATER	26,226.24	2.27%
0500	SCHOOL OPERATING	354,367.32	30.63%
0610	UTILITIES REPLACEMENT RESERVE	67,490.68	5.83%
0620	UTILITIES CAPITAL RESERVE	506,040.57	43.75%
	TOTAL	1,156,778.00	
0311	CAPITAL PROJECT	2,534,832.28	
	0311 CIP - PROVIDED FOR INFORMATION, NO APPROPRIATION NEEDED		

School Purchase Orders total \$354,367.32 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 FY2021-22 for purchase order obligations outstanding at June 30, 2021. The total re-appropriation is \$1,156,778.00 (excluding CIP Fund 0311 purchase orders which automatically re-appropriate at fiscal year end). **The General Fund portion is \$194,234.39, with school purchase orders \$548,601.71.**

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 \$1,156,778.00 (FY2020 (net of CIP) was \$831,799.83; FY2019 was \$1,118,394.28 and FY2018 was \$548,899.78).

County General Fund Portion is \$194,234.39 [\$548,601.71 with school POs]
(FY2020 was \$73,607.34; 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, 2021.

Notes

PURCHASE ORDER CARRY FORWARD FY2021 TO FY2022

ATTACHMENT A

PO #	ENTITY	VENDOR NAME	FUND CODE	FUND DESC	PO DESCRIPTION	PO CARRYOVER AMOUNT
20210229	COUNTY	THE GUN SHOP	0100	GENERAL FUND	CC/Speeder .40 Caliber Pistol A	7,199.60
20210260	COUNTY	BLUE RIDGE RESCUE SUPPLIERS	0100	GENERAL FUND	Fire Academy Turn Out Gear	4,026.75
20210272	COUNTY	MOSELEY ARCHITECTS	0100	GENERAL FUND	Circuit Courtroom Renovations	3,036.33
20210279	COUNTY	ASSETWORKS LLC	0100	GENERAL FUND	Fleet Garage - Maintenance Sof	45,515.80
20210308	COUNTY	WITMER PUBLIC SAFETY GROUP INC	0100	GENERAL FUND	UEBSS fittings for T1 and Q3	1,180.00
20210309	COUNTY	DOMINION LOCK AND SECURITY INC	0100	GENERAL FUND	DOMINION LOCK ID CARD PRINTER	5,355.00
20210353	COUNTY	ATLANTIC EMERGENCY SOLUTIONS	0100	GENERAL FUND	Replacement Hose w Couplings	4,523.10
20210357	COUNTY	EAST COAST EMERGENCY VEHICLES, LLC	0100	GENERAL FUND	2021 Ford Police Interceptor U	8,037.81
20210358	COUNTY	FINLEY ASPHALT & SEALING INC	0100	GENERAL FUND	ECC UPS Battery Replacement (3	7,024.50
20210359	COUNTY	QUALITY UPTIME SERVICES	0100	GENERAL FUND	PG VFD#1 Feasibility Study Pro	35,584.50
20210360	COUNTY	DJG, INC.	0100	GENERAL FUND	STALLION AIR SCBA FILL STATION	15,141.00
20210371	COUNTY	WITMER PUBLIC SAFETY GROUP INC	0100	GENERAL FUND	MOVABLE 72" CARRIAGE LENGTH CABINET UNIT	3,530.00
20210372	COUNTY	BROOKBINDERS LTD [C W WARTHEN]	0100	GENERAL FUND	RELOCATION OF HIGH DENSITY FILING SYSTEM CLERK OF COURT	4,250.00
20210373	COUNTY	BROOKBINDERS LTD [C W WARTHEN]	0100	GENERAL FUND	INSTALLATION OF RAMP EXTENSION OFFICE	24,750.00
20210374	COUNTY	MONTGOMERY CONSULTING, LLC	0100	GENERAL FUND	Heritage Center - Feas Study-	1,858.80
20210266	COUNTY	MOSELEY ARCHITECTS	0213	TOURISM	Repair & part replacement scor	6,560.00
20210298	COUNTY	TIME TECHNOLOGIES INC	0213	TOURISM	EMERGENCY STORM SEWER REPAIR 1	26,226.24
20210367	COUNTY	PERKINSON CONSTRUCTION LLC	0220	STORMWATER	EMERGENCY DOMESTIC & FIRE WATE	116,025.00
52002382	SCHOOL	PITTSBURG TANK & TOWER MAINT CO INC	0500	SCHOOL OPERATING	EMERGENCY DOMESTIC / FIRE TANK	51,496.00
52002383	SCHOOL	PITTSBURG TANK & TOWER MAINT CO INC	0500	SCHOOL OPERATING	PGHS GENERATOR	29,013.32
52002452	SCHOOL	CARTER MACHINERY COMPANY INC	0500	SCHOOL OPERATING	CONSTRUCTION DOCS/ADMIN PHASE/	29,056.00
52002454	SCHOOL	MOSELEY ARCHITECTS	0500	SCHOOL OPERATING	HVAC/COOLING TOWER/CHILLER - P	128,777.00
52002463	SCHOOL	WARWICK MECHANICAL GROUP	0500	SCHOOL OPERATING	ASSET MANAGEMENT PROGRAM IMP P	18,757.68
20210057	COUNTY	DRAPER ADEN ASSOCIATES INC	0610	UTILITIES REPLACEMENT RESERVE	ASSET MGMT PROGRAM IMP PHASE 3	28,564.00
20210058	COUNTY	DRAPER ADEN ASSOCIATES INC	0610	UTILITIES REPLACEMENT RESERVE	Station 5 Replacement of 2 exi	13,781.00
20210241	COUNTY	ATRIUM CONSTRUCTION LLC	0610	UTILITIES REPLACEMENT RESERVE	4IN FLOW METER VAULT 300LB RA	6,388.00
20210299	COUNTY	CONCRETE PIPE & PRECAST LLC	0610	UTILITIES REPLACEMENT RESERVE	RRA AND ERP REVIEW (PO20200311	32,832.50
20210060	COUNTY	GANNETT FLEMING INC	0620	UTILITIES CAPITAL RESERVE	WPT Permitting &Analysis (PO20	11,067.25
20210076	COUNTY	DEWBERRY ENGINEERS	0620	UTILITIES CAPITAL RESERVE	Eng Plans for PS #7 Replacemen	1,922.00
20210077	COUNTY	DRAPER ADEN ASSOCIATES INC	0620	UTILITIES CAPITAL RESERVE	PUMP STATION 7	196,709.94
20210102	COUNTY	PERKINSON CONSTRUCTION LLC	0620	UTILITIES CAPITAL RESERVE	25KW GENERATOR SITE FOR WATER W	34,562.00
20210178	COUNTY	EQUIPMENT & MACHINERY SERVICES OF VIRGINIA, LLC	0620	UTILITIES CAPITAL RESERVE	Sewer Manhole & Sanitary Pipin	44,662.88
20210221	COUNTY	PERKINSON CONSTRUCTION LLC	0620	UTILITIES CAPITAL RESERVE	Hydrodynamic Modeling	11,213.00
20210233	COUNTY	VA INSTITUTE OF MARINE SCIENCE - WILLIAM & MARY	0620	UTILITIES CAPITAL RESERVE	FOOD LION TANK MAINTENANCE AND	170,321.00
20210315	COUNTY	UTILITY SERVICE CO INC	0620	UTILITIES CAPITAL RESERVE	REPAIRING BASE FOR NEW GOULDS	2,750.00
20210320	COUNTY	TENCARVA MACHINERY CO	0620	UTILITIES CAPITAL RESERVE	TOTAL	1,156,778.00

CAPITAL FUND POS [FOR INFORMATION ONLY; CIP FUND AUTOMATICALLY RE-APPROPRIATES / CARRIES FORWARD]

20210024	COUNTY	ATLANTIC EMERGENCY SOLUTIONS	0311	CAPITAL PROJECT	BVFD FREIGHTLINER DRYSIDE TANK	52,222.00
20210036	COUNTY	ATLANTIC EMERGENCY SOLUTIONS	0311	CAPITAL PROJECT	CVFD ENFORCER HEAVY DUTY RESCU	90,332.00
20210052	COUNTY	DEWBERRY ENGINEERS	0311	CAPITAL PROJECT	RT 156 WATER MAIN EXT CONST AD	47,523.00
20210053	COUNTY	DEWBERRY ENGINEERS	0311	CAPITAL PROJECT	RT 460/156 WATER MAIN EXT/FL B	91,549.69

PURCHASE ORDER CARRY FORWARD FY2021 TO FY2022

ATTACHMENT A

PO #	ENTITY	VENDOR NAME	FUND CODE	FUND DESC	PO DESCRIPTION	PO CARRYOVER AMOUNT
20210054	COUNTY	DEWBERRY ENGINEERS	0311	CAPITAL PROJECT	RT 460 WATER MAIN EXT CONST AD	5,870.00
20210055	COUNTY	DEWBERRY ENGINEERS	0311	CAPITAL PROJECT	FOOD LION WATER BOOSTER STATIO	67,222.00
20210059	COUNTY	PERKINSON CONSTRUCTION LLC	0311	CAPITAL PROJECT	CONST OF RT 460 WATER LINE EXT	122,462.74
20210106	COUNTY	DATA CLOUD SOLUTIONS LLC	0311	CAPITAL PROJECT	DATA CLOUD SOLUTION	5,775.00
20210152	COUNTY	CENTENNIAL CONTRACTORS ENTERPRISES INC	0311	CAPITAL PROJECT	PHASE I - PG WELLNESS CENTER R	231,575.10
20210208	COUNTY	PERKINSON CONSTRUCTION LLC	0311	CAPITAL PROJECT	ROUTE 156 WATER MAIN EXTENSION	1,702,413.50
20210286	COUNTY	GUERNSEY TINGLE	0311	CAPITAL PROJECT	Garage Building Expansion -Pro	79,995.00
20210354	COUNTY	DIG, INC.	0311	CAPITAL PROJECT	Electrical Repair and Upgrades	37,892.25
					TOTAL CIP	2,534,832.28

LEAD. INNOVATE. INSPIRE.

Prince George County Public Schools

PRINCE GEORGE, VIRGINIA



July 15, 2021

TO: Betsy Drewry, Deputy County Administrator, Finance

FROM: Monique Barnes, Chief Financial Officer *MB*

RE: Supplemental Appropriation to FY22 for FY21 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, 2021, the division still had five purchase orders for work that had not been completed in the Facilities Category. As a result from the effects of the Covid pandemic, the timing for construction projects has been extended and work has not yet been completed. The end-of-year balance in Fund 0500 is adequate to cover these expenses, which total \$354,367.32.

P O #	P O Date	Vendor	Amount	Comment
52002382	03/18/21	Pittsburg Tank & Tower	\$116,025.00	Domestic & Fire Water Tank Repairs (North)
52002383	03/18/21	Pittsburg Tank & Tower	\$ 51,496.00	Domestic & Fire Water Tank Repairs (Harrison)
52002452	04/13/21	Carter Machinery	\$ 29,013.32	PGHS Generator
52002463	04/13/21	Warwick Mechanical	\$128,777.00	PGHS HVAC/Cooling Tower/Chiller Replacement
52002454	04/13/21	Moseley Architects	\$ 29,056.00	NB Clements Chiller Replacement Construction

Please include our five 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 approval from the Prince George County Board of Supervisors for this revision to the FY2022 School Board 0500 Fund Budget.

Date: July 14, 2021
 Presenter: Monique Barnes

Approved: X
 Disapproved: _____
 Tabled: _____

TOPIC: FY22 Supplemental Appropriation – “Rolled” Purchase Orders

RATIONALE: The Prince George County School Division has tried to avoid rolling purchase orders from one fiscal year to the next. However, on June 30, 2021, the division still had five purchase orders for work that had not been completed in the Facilities Category. Due to the effects of Covid, the timing for construction projects has been extended and work has not yet been completed. The end-of-year balance in Fund 0500 is adequate to cover these expenses, which total \$354,367.32.

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52002452	04/13/21	Carter Machinery	\$ 29,013.32	PGHS Generator
52002463	04/13/21	Warwick Mechanical	\$128,777.00	PGHS HVAC/Cooling Tower/Chiller Replacement
52002454	04/13/21	Moseley Architects	\$ 29,056.00	NB Clements Chiller Replacement Construction

RECOMMENDATION: Approve the re-appropriation of funds from the FY21 Regular/Operating Fund to the FY22 Regular/Operating Fund budget in the amount of \$354,367.32 into the Facilities Category.

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 10th day of August, 2021:

Present:

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

Vote:

A-1

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

RESOLUTION; RE-APPROPRIATION (\$1,156,778.00 OUTSTANDING
JUNE 30, 2021 ENCUMBRANCES / PURCHASE ORDERS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of August, 2021, does hereby authorize the following increase of funds within the 2021-2022 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>
EXPENDITURES		
ACCOUNT	ACCT DESCRIPTION	AMOUNT
0100-01-001-0100-00000-000-000-000-43101 -	BOS PROF SRVC	8,422.00
0100-01-002-0502-00000-000-000-000-48104 -	GARAGE SOFTWR & AGRMNT - REPL	45,515.80
0100-02-010-0202-00000-000-000-000-48102 -	CLERK OF COURT FURNITURE & FIXTURES	7,780.00
0100-03-100-0601-00000-000-000-000-46010 -	POLICE DEPT POLICE SUPPLIES	7,199.60
0100-03-100-0601-00000-000-000-000-48105 -	POLICE DEPT VEHICLES-REPLACE	8,037.81
0100-03-200-0605-00000-000-000-000-48248 -	DISPUTANTA FIRE FIRE PROGRAM F	4,523.10
0100-03-200-0606-00000-000-000-000-48121 -	CARSON FIRE REPLACE FIRE EQUIP	15,141.00
0100-03-200-0610-00000-000-000-000-43101 -	FIRE EMS PROF SRVC	1,180.00
0100-03-200-0610-00000-000-000-000-48107 -	FIRE EMS INFO TECH EQUIPMENT -	5,355.00
0100-03-200-0615-00000-000-000-000-46066 -	SAFER RECRUIT FIRETURNOUT GEAR	4,026.75
0100-04-103-0504-00000-000-000-000-43101 -	GEN PROPRTS PROF SRVC	30,198.83
0100-04-103-0504-00000-000-000-000-43310 -	GEN PROPRTS REPAIRS & MAINTEN	32,104.50
0100-08-302-0916-00000-000-000-000-48101 -	COOPER EXTENSION MACH & EQUIP	24,750.00
0213-08-301-2131-00000-000-000-000-45652 -	BALL TOURNAMENTS	6,560.00
0213-08-301-2131-00000-000-000-000-49199 -	TOURISM CONTINGENCIES	1,858.80
0220-04-104-2121-00000-000-000-000-48130 -	STORMWATER IMPROVEMENT TO SITE	26,226.24
0500-06-208-6010-66200-000-900-000-48101 -	C/O MACH & EQUIP REPL	325,311.32
0500-06-208-6010-66200-000-900-000-48130 -	C/O IMPRVMT TO SITES	29,056.00
0610-04-104-7002-00000-000-000-000-410303 -	WATER AND SEWER STRUCTURES AND	20,169.00
0610-04-104-7002-00000-000-000-000-43101 -	PROFESSIONAL SERVICES	47,321.68
0620-04-104-7016-00000-000-000-000-48406 -	UTIL WATER FACILITY IMPR	251,678.50
0620-04-104-7016-00000-000-000-000-48407 -	UTIL SEWR PUMP STAT REHAB/REPL	243,294.82
0620-04-104-7016-00000-000-000-000-48408 -	WATER TREATMENT PLANT ANALYSIS	11,067.25
	TOTAL EXPENDITURES	1,156,778.00
REVENUES		
ACCOUNT	ACCT DESCRIPTION	AMOUNT
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND, FUND BALANCE	194,234.39
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND, FUND BALANCE [FOR SCHOOLS]	354,367.32
0213-40-900-8208-00000-000-000-000-399999	TOURISM FUND, FUND BALANCE	8,418.80
0220-40-900-8208-00000-000-000-000-399999	STORMWATER FUND, FUND BALANCE	26,226.24
0610-40-900-8208-00000-000-000-000-399999	UTILITY REPLACEMENT RESRVS FUND, FUND BAL	67,490.68
0620-40-900-8208-00000-000-000-000-399999	UTILITY CAPITAL FUND, FUND BAL	506,040.57
	TOTAL REVENUES	1,156,778.00

A Copy Teste:

Percy C. Ashcraft
County Administrator