

# Issue Analysis Form



**Date:** September 14, 2021  
 Transfer from General Fund  
 Contingency – Sheriff  
 Postage Omitted by Clerical  
 Error - \$2,500

**Item:**

**Lead Department(s):** County Finance

**Contact Person(s):** Betsy Drewry

## Description and Current Status

The Office Manager for the Sheriff's Office determined that their \$2,500 FY2022 request for postage costs for the Sheriff's Office was not included in the adopted FY2022 budget reflected in Munis (the County's Financial System). Finance staff determined that we failed to include this request in the adopted budget for FY2022 due to clerical error / omission.

### Sheriff (Continued)

Sheriff								
Location Code	0203							
Org.	Acct.	Account Description	FY17-18 Expended	FY18-19 Expended	FY19-20 Expended	FY20-21 Adopted Budget	FY21-22 Adopted	Increase / (Decrease)
0100-02-010-0203-	41100	SALARIES & WAGES-REGULAR	635,464	659,991	639,176	663,283	719,385	56,102
0100-02-010-0203-	41200	SALARIES & WAGES-OVERTIME	8,325	11,966	9,139	11,500	11,500	-
0100-02-010-0203-	41300	PART-TIME SALARIES & WAGE	44,329	38,127	37,396	40,500	50,500	10,000
0100-02-010-0203-	41700	SELECTIVE ENFORCEMENT-OVT	19,119	19,534	13,794	20,000	20,000	-
0100-02-010-0203-	42100	FICA	51,675	53,385	51,184	56,249	61,306	5,057
0100-02-010-0203-	42210	RETIREMENT	88,947	91,372	88,985	99,028	107,404	8,376
0100-02-010-0203-	42300	HOSPITAL/MEDICAL PLANS	86,490	95,894	96,890	118,103	140,896	22,793
0100-02-010-0203-	42400	GROUP LIFE INSURANCE	8,047	8,227	8,012	8,888	9,640	752
0100-02-010-0203-	42500	DISABILITY INSURANCE	-	-	-	-	-	-
0100-02-010-0203-	42700	WORKER'S COMPENSATION	9,392	10,998	11,879	15,537	17,024	1,487
0100-02-010-0203-	42701	LINE OF DUTY ACT	2,700	3,125	3,281	3,609	3,681	72
0100-02-010-0203-	43101	PROFESSIONAL SERVICES	-	-	-	-	-	-
0100-02-010-0203-	43314	SECURITY IMPROVEMENT	-	-	-	-	47,000	47,000
0100-02-010-0203-	43320	MAINTENANCE SVS CONTRACTS	28,710	28,980	39,003	50,830	40,000	(10,830)
0100-02-010-0203-	44200	AUTOMOTIVE/MOTOR POOL	7,072	5,349	3,502	9,000	7,000	(2,000)
0100-02-010-0203-	45210	POSTAL SERVICE	2,499	2,503	2,421	2,500		(2,500)

Staff is requesting a transfer from the General Fund Contingency (adopted at \$360,322) in the amount of \$2,500 to the Sheriff's budget for postage.

### Board Action Requested:

Approve budget transfer from General Fund Contingency to Sheriff's Office Postage for \$2,500.00

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

**Budget / Appropriation Transfer Entry for FY2021-22 is:**

**Expenditures:**

Increase / (Decrease):

0100-02-010-0203-45210 – Sheriff Postal Services - \$2,500.00

0100-09-401-0917-49199 – General Fund Contingency – (\$2,500.00)

**Government Path**

Does this require IDA action?  Yes  No

Does this require BZA action?  Yes  No

Does This require Planning Commission Action?  Yes  No

Does this require Board of Supervisors action?  Yes  No

Does this require a public hearing?  Yes  No

If so, before what date?  Yes  No

**Fiscal Impact Statement**

This transfer reduced the General Fund Contingency by \$2,500. Adopted amount of General Fund Contingency was \$360,322.

**County Impact**

Transfer will allow for correction of Sheriff's budget to include postage.

**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 14<sup>th</sup> day of September, 2021:

Present:

Vote:

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

A-4

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

**RESOLUTION; TRANSFER FROM GENERAL FUND CONTINGENCY  
(\$2,500 SHERIFF'S POSTAGE OMITTED IN ERROR)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of September, 2021, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-02-010-0203-45210	General Fund: Sheriff's Office Postal Services	\$2,500.00
0100-09-401-0917-49199	General Fund: Contingency	(\$2,500.00)

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator