

Issue Analysis Form



Date: April 12, 2022
Item: Appropriation – Library of Virginia Records Preservation Grant
Lead Department(s): County Finance & Clerk of Court
Contact Person(s): Betsy Drewry; Joyce Jackson

Description and Current Status

The Circuit Court Clerk anticipates receiving a grant from the Library of Virginia for Circuit Court Records Preservation totaling \$12,861.50. This grant is geared toward the preservation of historical Circuit Court records. There is no local match for these funds. The Circuit Court Clerk typically applies for and receives these funds annually.

Please see attached supporting documentation provided by the Clerk of Court (Verification Form and Vendor Invoice).

Board Action Requested:

Approve appropriation of Library of Virginia Records Preservation Grant - \$12,861.50

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

Appropriation Increase and Transfer Entry for FY2021-22 is:

Revenues:

Increase:

0100-20-601-8205-323102 – State Records Preservation Grant - \$12,861.50

Expenditures:

Increase:

0100-02-010-0202-43550 – Clerk of Court – Record Preservation Svcs - \$12,861.50

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

Increases in appropriation of state grant \$12,861.50; there is no local match or fiscal impact.

Total Increase in FY2021-22 Appropriation = \$12,861.50

County Impact

These grant funds allow for preservation of historical records.

Notes

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM
VERIFICATION OF WORK FORM**

Grant Agreement No.: 2021FY-09

Locality: Prince George County

Date: December 15, 2021

The Verification of Work Form must be completed and returned to the Library of Virginia along with a copy of the vendor's invoice within **15 days of receipt of materials**. LVA will only release grant funds to the locality upon receipt of verification of work form and a copy of the vendor's invoice.

Grant funds will only be disbursed to the fiscal office of the locality. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality's fiscal office (i.e. Treasurer's Office or Department of Finance). Funds will be released within thirty days of submission of a completed verification of work form and a copy of vendor's invoice.

Mail (or email) to:

Eddie Woodward CCRP Consulting Archivist
800 East Broad Street
Richmond, VA 23219-8000
eddie.woodward@lva.virginia.gov

A) Fiscal Office Information

Include the following - Name of Fiscal Officer (Treasurer, Director of Finance, or locality administrator),
Name of Locality, Address and Phone Number of Fiscal Office:

*Betsy DREWRY, FINANCE DIRECTOR
P.O. BOX 68
PRINCE GEORGE, VA 23875
(804) 733-8710*

Federal Identification Number (FIN) of the Treasurer's Office or Department of Finance:

#54-6001528

To Be Completed by Library of Virginia Staff Only		
Verification Form Received and Approved For Payment by: Name _____ Date _____	FIPS Code _____	FUND <u>02202</u>
	TIN# _____	PROG <u>137/006</u>
	VO# _____	DEPT <u>92130</u>
	Date _____	CC <u>761</u>
	BUS. UNIT <u>20200</u>	PROJECT <u>LVA91112</u>
	\$PAID _____	DUE DATE _____
	ACCOUNT# <u>5014310</u>	

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM
VERIFICATION OF WORK FORM**

B) Verification of Work information

- 1) Was work completed by Vendor as requested in grant application? ☒ Yes No N/A
- 2) If not, please explain: (i.e. explain specific circumstances)
- 3) Is further action required from Vendor? Yes ☒ No N/A
- 4) If yes, please explain (i.e. explain specific actions needed)
- 5) For item conservation and reformatting grant projects, were all materials returned from Vendor?
☒ Yes No Partial N/A
- 6) If you requested digital images as part of item conservation project, did you receive images from Vendor?
Yes No ☒ N/A
- 7) Describe the significant benefits provided by this grant project.
PRESERVES DOCUMENTS FOR FUTURE GENERATIONS
- 8) Is vendor's invoice attached to this form?
☒ Yes No

Signatures:

LVA Representative

Jacob Jackson

Circuit Court Clerk

Date: _____

Date: *3/30/22*

MAR 28 2022

Kofile

Invoice

INV-KT-006189
Invoice Date :3/23/2022
Due Date :4/22/2022
Terms :Net 30

Bill To

Joyce Jackson
Prince George Circuit Court
PO Box 98
Prince George VA 23875
United States

Ship To

Joyce Jackson
Prince George Circuit Court
6601 Courts Drive
Prince George VA 23875
United States

AMOUNT DUE

\$12,861.50

SEE NEW REMITTANCE INFORMATION

Sales Order Number
Sales Order #SO151670

PO #
LVA RECORDS 2021FY

Sales Rep
Greg Brooks

Shipping Method

Quantity	Item	Rate	Amount
1	PS20020 Marriage Register, 1869-1874 - Preservation	\$730.00	\$730.00
1	PS20020 Deed Book 28 - Preservation	\$5,405.00	\$5,405.00
1	PS20020 Deed Book 24 - Preservation	\$3,154.50	\$3,154.50
1	PS20020 Marriage Licenses 1870-1876 & 1875-1874 - Preservation	\$2,600.00	\$2,600.00
1	PS20005 Deed Book 24 - Imaging	\$279.50	\$279.50
1	PS20005 Deed Book 28 - Imaging	\$315.00	\$315.00
1	PS20005 Marriage Register, 1869-1874 - Imaging	\$27.50	\$27.50
1	PS20005 Marriage Licenses 1870-1876 & 1875-1874 - Imaging	\$350.00	\$350.00

MEMO

Subtotal \$12,861.50
Tax Total (0%) \$0.00
Shipping Cost(\$)

Invoice Total: \$12,861.50

Less Payments/Credits: \$0.00

Total Amount Due: \$12,861.50

NEW Remittance Address
Kofile, Inc.
PO Box 676184
Dallas, TX 75267-6184

Bank Details for ACH Payments
Bank Name: Capital One, NA
Routing Number: 111901014
Account Name: Kofile, Inc
Account Number: 4670265868
Please send remittance advice to: AR@kofile.com

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 12th day of April, 2022:

Present:

Vote:

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

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

RESOLUTION; APPROPRIATION (\$12,861.50 STATE LIBRARY OF
VIRGINIA RECORDS PRESERVATION GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of April, 2022, 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>
GENERAL FUND	
<u>Expenditure:</u>	
0100-02-010-0202-43550	
Clerk of Court	
Records Preservation Services	\$12,861.50
 <u>Revenue:</u>	
0100-20-601-8205-323102	
State Records Preservation Grant	\$12,861.50

A Copy Teste:

Jeffrey D. Stoke
Interim County Administrator