

FY 2018 Budget Amendment Request Form

Date: September 14, 2017

Department: Clerk of the Circuit Court

Contact person: Angel Mastin

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Explanation of need for budget amendment: In June 2017, the Clerk of the Circuit Court submitted a grant application under the Virginia Circuit Court Records Preservation Program. The application requested state funds to hire a consultant to provide conservation treatment of four Deed Books. This project will provide for future protection of the original records. Images are already digitally accessible to the public from the Land Records System. The public can view and print images from this system. All of the original hardcopy items have been pulled from public accessibility due to deteriorating conditions.

On August 25, 2017, the Clerk of the Circuit Court received notification of the grant award in the amount of \$9,157 for conservation treatment of three Deed Books from the 19th century. The Deed Books are as follows: Deed Book AB, 1888; Deed Book AD, 1891; and Deed Book AF, 1892-1895. The Clerk accepted the award on September 6, 2017. There is no local match requirement and no ongoing costs associated with the award. Grant funds are available for a two year period.

Reminder: Agenda item summary must be attached if BOS approval is required.

Revenue accounts affected:

Account Number		Amount	
Acct #	110-0000-324.04-13 – State Grant Revenues	\$	9,157
	Total Revenue Adjustment	\$	9,157

Expenditure accounts affected:

Account Number		Amount	
Acct #	110-2160-412-31-90 CC18R2 Professional Services	\$	9,157
	Total Expenditure Adjustment	\$	9,157

Note: If amendment is between expenditure accounts only, net impact must be zero.

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Name, Department

Name, Department

Recommendations

Board of Supervisors Agenda, November 9, 2017, Budget Adjustment and Appropriation of the FY 2018 Virginia Circuit Court Records Preservation Program Grant Award

Budget: ☒ recommended ☐ not-recommended

Explanation if not recommended:

County Admin: ☒ recommended ☐ not-recommended

Explanation if not recommended:

Finance Committee: ☒ recommended ☐ not-recommended

Explanation if not recommended: