

FY 2018 Budget Amendment Request Form

Date: December 8, 2017

Department: Clerk of the Circuit Court

Contact person: Angel Mastin

Phone #: 507-7613

Explanation of need for budget amendment: In November 2016, 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 six volumes to include reformatting of original records to digital images. This project provides for future protection of the original records while allowing public access through digital records. All of the items have been pulled from public accessibility due to deteriorating conditions. On January 20, 2017, the Clerk of the Circuit Court received notification of the grant award in the amount of \$2,599 for conservation treatment of one deed book from the 19th century. The Clerk accepted the award on January 31, 2017. There is no local match requirement and no ongoing costs associated with the award. The project was completed in August 2017.

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	\$	2,599
	Total Revenue Adjustment	\$	2,599

Expenditure accounts affected:

Account Number		Amount	
Acct #	110-2160-412-31-90 CC18RP Professional Services	\$	2,599
Acct #		\$	
	Total Expenditure Adjustment	\$	2,599

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.

Christy Jett, Clerk
Name, Department

Name, Department

Recommendations

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: