FY _18___ Budget Amendment Request Form

Date: 02/13/18

Department: Building Safety

Contact person: Lewis Watts Jr.

Phone #: 540-507-7230

Explanation of need for budget amendment: Insurance reimbursements totaling $5,241.51 were received from the County's vehicle insurance policy to compensate for two accidents involving Building Department vehicles. These reimbursements are meant to cover the cost of repairs needed to the vehicles less a $250 deductible for each occurrence.

A budget adjustment and appropriation are necessary to reflect the revenue and expenditures associated with the repairs. Because this insurance revenue was deposited to the General Fund initially, a transfer between funds is necessary to shift the funding to the Code Compliance Fund for the Building Department's use towards the vehicle repairs.

Reminder: **Agenda item summary must be attached if BOS approval is required. Revenue accounts affected:**

	Account Number	Amount
Acct #	110-0000-318.99-20 – Insurance Reimbursement Revenue	$ 5,242
Acct #	260-0000-341.06-01 – Transfer from General Fund	$ 5,242
	Total Revenue Adjustment	**$ 10,484**

Expenditure accounts affected:

	Account Number	Amount
Acct #	110-9210-492.99.26 – Transfer to Code Compliance	$ 5,242
Acct #	260-3410-424.33-11 – Auto Repairs & Maintenance	$ 5,242
	Total Expenditure Adjustment	**$ 10,484**

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.

Lewis Watts, Building Department
Name, Department   Name, Department

Recommendations

Budget: __X__recommended   _____ not-recommended
Explanation if not recommended:
_____
_____

County Admin: __X__recommended   _____ not-recommended
Explanation if not recommended:
_____
_____

Finance Committee: _X__ recommended   ____not-recommended
Explanation if not recommended:
_____