

# FY 2018 Budget Amendment Request Form

**Date:** 4/19/18

**Department:** County Administration

**Contact person:** Mark Taylor

**Phone #:** 540-507-7010

**Explanation of need for budget amendment:** The FY 2019 Adopted Budget includes funding for operating and capital start-up costs for a satellite library location at the Spotsylvania Towne Center. Library staff reports that it would be possible to commence operations at the Towne Center as early as May 2018, but would need two months of operations funding and full funding for capital start-up costs in FY 2018 to do so.

As such, County staff recommends use of \$31,737 from the budgeted contingency to fund two months of operations expenses for this satellite library branch in FY 2018; use of \$18,450 from the General Fund balance to fund full capital start-up costs in FY 2018; and a reduction in the FY 2019 Budget to account for the \$18,450 in capital start-up costs happening in FY 2018 instead of in FY 2019.

**Revenue accounts affected:**

Account Number		Amount	
<b>Acct #</b>	110-0000-341.05-01 – Use of General Fund Balance	\$	18,450
	<b>Total Revenue Adjustment</b>	\$	<b>18,450</b>

**Expenditure accounts affected:**

Account Number		Amount	
<b>Acct #</b>	110-7320-463.70-04 – Contribution to Library	\$	48,496
<b>Acct #</b>	110-4320-432.39-28 – Janitorial Services	\$	867
<b>Acct #</b>	110-4340-432.51-10 - Electricity	\$	700
<b>Acct #</b>	110-1255-405.53-08 – General Liability Insurance	\$	125
<b>Acct #</b>	110-9110-491.59-01 - Contingency	\$	(31,738)
	<b>Total Expenditure Adjustment</b>	\$	<b>18,450</b>

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.

Mark Taylor, County Administration  
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:**