

FY 2019 Budget Amendment Request Form

Date: August 15, 2018

Department: Clerk of the Circuit Court

Contact person: Angel Mastin

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Explanation of need for budget amendment: In June 2018, 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 volumes. This project will provide for preservation of the volumes and future protection of the original records. The grant will also provide funding for imaging. On July 25, 2018, the Clerk of the Circuit Court received notification of the grant award in the amount of \$10,013 for conservation treatment of the following volumes: Common Law Rule Docket and Judgments 1812-1814, 1814-1873; Judgment Order Book 1768-1770; Order Book 1849-1858; and Index to Wills and Fiduciary Accounts, Etc. 1722-1836. The Clerk accepted the award on August 8, 2018. There is no local match requirement and no ongoing costs associated with the award.

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

Revenue accounts affected:

Account Number		Amount	
Acct #	110-0000-324.04-13 CC19CC – State Grant Revenues	\$	10,013
	Total Revenue Adjustment	\$	10,013

Expenditure accounts affected:

Account Number		Amount	
Acct #	110-2160-412-31-90 CC19CC Professional Services	\$	10,013
	Total Expenditure Adjustment	\$	10,013

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

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:

Board of Supervisors Agenda, September 11, 2018, Budget Adjustment and Appropriation of the FY 2019 Virginia Circuit Court Records Preservation Program Grant Award