

FY 2020 Budget Amendment Request Form

Date: 6/11/19

Department: Treasurer's Office

Contact person: Larry Pritchett

Phone #: x7060

Explanation of need for budget amendment: With the continuing implementation of the new Revenue One Real Estate system and a projected go-live date of January 2020, the Treasurer's Office existing experienced full-time staff will be performing extensive system testing and other ongoing implementation work with IS staff and the vendor. Temporary part-time help is needed to backfill some daily operations, allowing existing staff to work on the new Revenue One Real Estate system.

This requested budget adjustment assumes a temporary part-time staff person will be added for work on the Revenue One project at no more than 28 hours per week for the three month period December 2019 through February 2020. Finance staff recommends use of the Capital Projects Fund balance to fund this \$6,600 one-time request.

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

Revenue Accounts Adjusted		Amount	
Acct #	310-0000-341.05-01 – Use of Capital Projects Fund Balance	\$	6,600
	Total Revenue Adjustment	\$	6,600

Expenditure Accounts Adjusted		Amount	
Acct #	310-9120-802.13-01 (GP0802) – Part-Time	\$	6,126
Acct #	310-9120-802.21-01 (GP0802) – FICA	\$	380
Acct #	310-9120-802.21-02 (GP0802) – Medicare	\$	89
Acct #	310-9120-802.27-10 (GP0802) – Workers' Comp	\$	5
	Total Expenditure Adjustment	\$	6,600

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

Position FTE Change		
Position Title	Existing FTE	Adjusted FTE

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.

Larry Pritchett, Treasurer

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: