



REQUEST FOR BOARD ACTION

ITEM NO. 3

DATE OF MEETING: August 24, 2015

REQUESTED BY: Kathy Brafford, Finance Director

SHORT TITLE: Approval of Reclassification of expenditures for Employees Transferred from the IT Department to the Planning Department.

BACKGROUND: Two employees were transferred from the IT department to the planning department prior to the budget being adopted. Some of the associated expenses of these employees were not transferred from IT to planning. The attached BOA is moving the expenditures to the proper department.

SPECIFIC ACTION REQUESTED: Approval to transfer costs to the proper department.

BUDGET ORDINANCE AMENDMENT TITLE: Transfer Expenses from IT to Planning for GIS employees

Introduced by: Randell Woodruff, County Manager Date: 2015-07-30 Item #: _____

Fund: GF Department: Planning & IT Division: _____



PENDER COUNTY, NORTH CAROLINA

FY 2015-2016 Budget Amendment # _____ Date Approved: _____
 Appropriations

REVENUES		EXPENDITURES	
Increase: <input type="checkbox"/>	Decrease: <input type="checkbox"/>	Increase: <input checked="" type="checkbox"/>	Decrease: <input checked="" type="checkbox"/>
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
		653-401100 Planning Telephone	\$2,760.60
		445-401100 ITS Telephone	\$-2,760.60
		653-401200 Planning Postage	\$150.00
		445-401200 ITS Postage	\$-150.00
		653-403100 Gas Expense	\$680.00
		445-403100 Gas Expense	\$-680.00
		653-403300 Planning supplies	\$300.00
		445-403300 ITS supplies	\$-300.00
		653-404500 Planning-Contracted Services	\$1,100.00
		445-404500 ITS Contracted Services	\$-1,100.00
		653-404523 Planning Contracted Svcs-GIS	\$46,280.00
		445-404523 ITS Contracted Svc-GIS	\$-46,280.00
		653-405500 Planning Training	\$2,427.63
		445-405500 ITS Training	\$-2,427.63
Total:		Total:	\$0.00

Reason and Justification for Request:
 To reclass expenditures for GIS employees transferred from ITS department to Planning department

Dept Mgr. Approval: _____ Date: _____	Finance Officer Approval: <i>Katherine C. Bradford</i> Date: <i>7-30-15</i>	Budget Officer Approval: _____ Date: _____
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Board Approval (When Applicable)	Item # _____	Date of Minutes _____
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GIS Department Funds

<u>Account Name</u>	<u>Account #</u>	<u>Funds</u>	<u>Description</u>
Telephone	401100	\$ 2,760.60	cell phones, tablet, laptop air cards
Postage	401200	\$ 150.00	addressing letters, notices, etc
Gas	403100	\$ 680.00	gas for 911 vehicle
Supplies	403300	\$ 300.00	plotter paper, pens, pencils, etc
Contracted Services	404500	\$ 1,100.00	Duncan Parnell Supplies - toner
Contracted Services - GIS	404523	\$ 46,280.00	GIS Contracted Services
Training	405500	\$ 2,427.63	GIS Training/Certs/Meetings
Total Funds to be Transferred		\$ 53,698.23	

Funds will be transferred from the ITS Account 445 to Planning & Community Development 653

911 County Addressing Vehicle Information

Department	Vehicle No.	Year/Make/Model	Vin#	LIC#	Mileage	Registration Card(Y or N)	Condition
ITS	191	2005 Ford Escape	1FMYU92Z25KE39750	83568-T	35,998	Y	Good

Vehicle will need to be moved from the ITS Account 445 to Planning & Community Development 653