

Agenda Item VI. B.

Meeting Date: October 3, 2017

Department: Finance

Issue: **FY18 Appropriation of Revenue**

Board Action: The Board is being asked to adjust the FY18 budget to accept funds into the County budget as revenue.

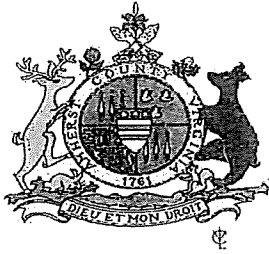
Attachments: Appropriation Request Forms

1. Sheriff 2. Humane Society 3. Tourism 4. Clerk of Circuit Court
5. Commonwealth's Attorney

Summary:

<u>Amount:</u>	<u>Received From:</u>	<u>Received For:</u>	<u>Appropriated To:</u>	<u>Account Line</u>
1. \$ 8,611.77	Fine Revenue	Fine Revenue	Salary - Traffic	3102-1008
2. \$ 4,590.00	Fine Revenue	Fine Revenue	Salary - Clerical	3102-1009
3. \$ 1,645.50	Fine Revenue	Fine Revenue	Health Insurance	3102-2005
4. \$ 1,250.37	Fine Revenue	Fine Revenue	VRS	3102-2002
5. \$ 164.13	Fine Revenue	Fine Revenue	Life Insurance	3102-2006
6. \$ 30.06	Fine Revenue	Fine Revenue	Health Credit	3102-2017
7. \$ 897.42	Fine Revenue	Fine Revenue	FICA	3102-2001
8. \$ 20,000.00	Fine Revenue	Fine Revenue	Salary-Traffic	3102-1008
9. \$ 5,000.00	Fine Revenue	Fine Revenue	Inmate Workforce Supv	3102-1012
10. \$ 5,000.00	Fine Revenue	Fine Revenue	CHS Beautification	3102-5804-100
11. \$ 3,000.00	Fine Revenue	Fine Revenue	Health Services (VET)	3102-3001-400
12. \$ 12,846.34	Escrow	Escrow	DARE	16-3305-5804
13. \$ 4,143.00	Escrow	Escrow	Alzheimers	16-3305-5806
14. \$ 465.55	Recovered Revenue	Body Damage	Insurance Recovery	3102-3004-100
15. \$ 1,414.00	Recovered Revenue	Body Damage	Insurance Recovery	3102-3004-100
16. \$ 546.02	Recovered Revenue	Body Damage	Insurance Recovery	3102-3004-100
17. \$ 39,229.48	CIT Lockn	Reimbursement	Overtime Deputy	3102-1002
18. \$ 125.00	Citizens	Reimbursement	Repairs-Auto	3102-3004
19. \$ 27.00	CVCJA	Reimbursement	Travel	3102-5504
20. \$ 80.00	Employee	Reimbursement	CHS Beautification	3102-5804-100
21. \$ 626.62	Assigned Funds	Assigned Funds	Humane Soc License Plates	3599-5604
22. \$ 3,400.00	Committed Funds	Committed Funds	Advertising	81600-3007
23. \$ 11,670.00	Grand Funds	Grant Funds	Contracted Services	8-41000-3010
24. \$ 35,752.00	Fines/Fees	Fines/Fees	State Levy on Collections	2201-5901

Recommendation: I move that the Board approve the appropriations as indicated.



Agenda Item
(Regina will insert a number)

1
1-11

Meeting Date: October 3, 2017

Department: Sheriff

Issue: **FY18** Appropriation Request for Fine Revenue

Summary:

This is an adjustment to the FY18 budget to include appropriations from fine revenues.

Attachment:

Letter signed by Sheriff Viar.

Background:

The Sheriff indicates the following accounts to which he would like to assign specific amounts from the Sheriff's Office Share of the Fine Revenue Fund:

3102-1008	Salary - Traffic	8611.77
3102-1009	Salary - Clerical	4590.00
3102-2005	Health Insurance	1645.50
3102-2002	VRS	1250.37
3102-2006	Life Insurance	164.13
3102-2017	Health Credit	30.06
3102-2001	FICA	897.42
3102-1008	Salary - Traffic	20,000.00
3102-1012	Inmate Workforce Supervisor	5000.00
3102-5804-100	CHS Beautification	5000.00
3102-3001-400	Health Services (VET)	3000.00
	TOTAL	50,189.25

Recommendation:

Approve the above adjustments to the FY18 budget to reflect the appropriation of fine revenue and allocate the Sheriff's share as indicated in his letter.



Sheriff E.W. Viar Jr.

AMHERST COUNTY SHERIFF'S OFFICE

An equal opportunity employer Women and Minorities are encouraged to apply.

P.O. Box 410, 115 TAYLOR STREET, AMHERST, VIRGINIA 24521
BUSINESS 434.946.9381 ~ ADMINISTRATION 434.946.9301
INVESTIGATIONS 434.946.9373 ~ CRIME PREVENTION 434.946.9301
NARCOTICS 434.946.7585 ~ FAX 434.946.9380
WWW.AMHERSTSHERIFF.ORG

October 3, 2017

Amherst County Board of Supervisors

Dear Board Members:

Below is information regarding fine revenue money Please note that the fine revenue fund has a carry-over amount of \$85,156.06 that is currently available to the Sheriff's Office. The September fine revenue amount is not known at this time. We are requesting transfers of \$50,189.25 for the below.

3102-1008	Salary - Traffic	8611.77
3102-1009	Salary - Clerical	4590.00
3102-2005	Health Insurance	1645.50
3102-2002	VRS	1250.37
3102-2006	Life Insurance	164.13
3102-2017	Health Credit	30.06
3102-2001	FICA	897.42
3102-1008	Salary - Traffic	20,000.00
3102-1012	Inmate Workforce Supervisor	5000.00
3102-5804-100	CHS Beautification	5000.00
3102-3001-400	Health Services (VET)	3000.00
	TOTAL	50,189.25

Thank you for your consideration. This will leave an available balance of **\$34,966.81** for use at a future date. If you have questions, please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "E. W. Viar Jr.".

E. W. Viar, Jr.
Sheriff

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#1
12-13

DATE: October 3, 2017

FROM: Fund 16 for FY18

E. W. Kiani

DEPARTMENT

SIGNATURE

Appropriation:

Budget year: FY 18

FUND 001

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
16-3305	5804	DARE Escrow	\$ 12,846.34
16-3305	5806	ALHE Escrow	\$ 4,143.00

Explanation of why funds are needed and where funds are coming from:

To set up funds for new fiscal year

****Please Select Description ****

☐ General Fund

☒ X

Other Funds (Explain Source below)

ESCROW ACCOUNTS

☐ Recovered Revenue

☐ Additional State Revenue

☐ Grant Award

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#1-
#14

DATE: October 3, 2017

FROM: Finance/Sheriff
DEPARTMENT

Honey D. Wilkes
SIGNATURE

Appropriation:

Budget year: FY

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
4-001	031020-3004-100	INSURANCE RECOVERY	\$ 465.55

Explanation of why funds are needed and where funds are coming from:

VACORP CHECK #275686 - 2017 Ford Explorer Police Interceptor VIN#8536 body damage

****Please Select Description ****

- ☐ General Fund
- ☒ Recovered Revenue
- ☐ Additional State Revenue
- ☐ Grant Award



Other Funds (Explain Source below)

3-001-041010-0101

VACORP CLAIMS1315 Franklin Road SW
Roanoke, VA 24016-4607
540-345-8500

68-183/514

412

DATE	CHECK NO.
9/18/2017	275686
AMOUNT	
\$	**465.55**

PAY Four Hundred Sixty-Five and 55/100 Dollars*****
TO
THE
ORDER
OF

Attn: Sheila Campbell Amherst County
 PO Box 390
 Amherst, VA 24521

Steve L. Rawlings

AUTHORIZED ACCOUNT SIGNER
TWO SIGNATURES REQUIRED OVER \$30,000



SECURITY FEATURES INCLUDED. DETAILS ON BACK



⑈ 275686 ⑈ ⑆053112039⑆ 130900023289⑈

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Comprehensive				\$715.55	\$715.55
Auto Comprehensive				(\$250.00)	(\$250.00)

Claim Number: 0092017193906 Claimant: Amherst County Payee: Attn: Sheila Campbell Amherst County
 Check Number: 275686 Total Check Amt: \$465.55 Event Date: 8/24/2017 Department: 009 Amherst County Date of Check: 9/18/2017
 Memo: Martin's Estimate for Repairs

Megan Blafas-Chriss
 Claims Associate

Enclosure - Check

Please do the appropriation

September 14, 2017

9-21-17
check to Stacey Wilkes-Fin.
Copy to Cassandra M. ACso
Copy to Shawana M. ACso
SC



VACORP

Amherst County
Attn: Sheila Campbell
PO Box 390
Amherst, VA 24521

1315 Franklin Road, SW
Roanoke, Virginia 24016

540.345.8500
toll free 888.822.6772
fax 540.345.5330
toll free 877.212.8599

Virginia Association of Counties Group Self-Insurance Risk Pool

Member: Amherst County
Claim Number: 0092017193906
Date of Loss: 08/24/2017

Dear Shelia:

Enclosed please find a VACORP property damage check in the amount of \$465.55 to cover the damages to the 2017 Ford Explorer Police Interceptor VIN #8636. This amount was determined by deducting \$250.00 from the \$715.55. This amount is referenced in the estimate from Martin's Paint & Body Shop dated 09/11/2017.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Megan Blafas-Chriss
Claims Associate

Enclosure – Check

TAX RECEIPT

Ticket #:00052770001 @@

AMHERST COUNTY
JOANNE CARDEN, TREASURER
P.O. BOX 449

Date : 9/22/2017
Register: JVC/R3A
Trans. #: 33123
Dept # : INSR
Acct# :

AMHERST VA 24521

INSURANCE RECOVERIES
2017 FORD EXPLORER POLICE
INTERCEPTOR

Previous Principal
Balance \$ 465.55

Principal Being Paid \$ 465.55
Penalty \$.00
Interest \$.00

VACORP CLAIMS

Amount Paid \$ 465.55

*Balance Due \$.00

Pd by
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 9/2017

Check 465.55 # 275686 BNC

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#1-
#15

DATE: October 3, 2017

FROM: Finance/Sheriff
DEPARTMENT

RECEIVED

Honey N. Wilkes
SIGNATURE

Appropriation:

SEP 19 2017

Budget year: FY

DEPT. NUMBER	LINE NUMBER	AMHERST COUNTY ADMINISTRATOR'S OFFICE DESCRIPTION	AMOUNT
4-001	031020-3004-100	INSURANCE RECOVERY	\$ 1,414.00

Explanation of why funds are needed and where funds are coming from:

VACORP CHECK #275581 - 2010 Toyota Highlander VIN#0743 body damage

****Please Select Description ****



General Fund



Other Funds (Explain Source below)

3-001-041010-0101



Recovered Revenue

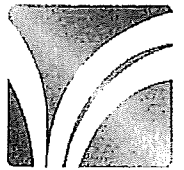


Additional State Revenue



Grant Award

9-18-17
check to Stacey Wilkes - Finance
Copy to Cassandra Myers - ACSO
Copy to Shawna Mayo ACSO
JC



VACORP

September 13, 2017

Amherst County
Attention: David Proffitt
PO Box 390
Amherst, VA 24521

1315 Franklin Road, SW
Roanoke, Virginia 24016
540.345.8500
toll free 888.822.6772
fax 540.345.5330
toll free 877.212.8599

Virginia Association of Counties Self-Insurance Risk Pool
Member: Amherst County
Claim Number: 0092017194088
Date of Loss: 8/14/2017

Dear Mr. Proffitt:

Enclosed please find a VACORP property damage check in the amount of \$1,414 to cover the repair cost to the 2010 Toyota Highlander, Vin #0743. This amount was determined by the Millers Auto Body estimate that was submitted for \$1,451.26 after the \$0 UIM policy deductible was applied and the \$37.26 taxes were deducted.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Tammy H. Windle

Tammy H. Windle
Claims Specialist

Enclosure - Check

BNC BANK

VACORP CLAIMS1315 Franklin Road SW
Roanoke, VA 24016-4607
540-345-8500

68-183/514

412

PAY One Thousand Four Hundred Fourteen and 00/100 Dollars*****
TO
THE
ORDER
OF

DATE	CHECK NO.
9/15/2017	275581
AMOUNT	
\$	**1,414.00**

Amherst County
 Attn: David Proffitt
 PO Box 390
 Amherst, VA 24521

Steve L. Rawlings

AUTHORIZED ACCOUNT SIGNER
TWO SIGNATURES REQUIRED OVER \$30,000

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑈ 275581⑈ ⑆053112039⑆130900023289⑈

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Uninsured Motorist	9/13/2017	9/13/2017	2010 Highlander	\$0.00	\$1,451.26
Auto Uninsured Motorist	9/13/2017	9/13/2017	taxes	\$0.00	(\$37.26)

Claim Number: 0092017194088 Claimant: Amherst County Payee: Amherst County

Check Number: 275581 Total Check Amt: \$1,414.00 Event Date: 8/14/2017 Department: 009 Amherst County Date of Check: 9/15/2017

Memo: letter

TO 4-001-031020-3004-100
 FROM 3-001-041010-0101

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#1-
#16

RECEIVED

DATE: October 3, 2017

SEP 18 2017

FROM: FINANCE/SHERIFF
DEPARTMENT

AMHERST COUNTY
ADMINISTRATOR'S OFFICE

Harry W Wilkes
SIGNATURE

Appropriation:

Budget year: FY 2018

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
4-001	031020-3004-100	INSURANCE RECOVERY	\$ 546.02

Explanation of why funds are needed and where funds are coming from:

CHECK #274732 - VACORP CHECK (FORD TAURUS VIN#4436)

****Please Select Description ****



General Fund



Other Funds (Explain Source below)

3-001-041010-0101



Recovered Revenue

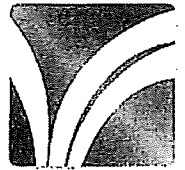


Additional State Revenue



Grant Award

9-15-17
Check to Finance- Stacey Wilkes
Copy to Cassandra Myers
Copy to Shawna Mayo



VACORP

September 8, 2017

SC

1315 Franklin Road, SW
Roanoke, Virginia 24016

540.345.8500

toll free 888.822.6772

fax 540.345.5330

toll free 877.212.8599

Amherst County
Attn: Sheila Campbell
PO Box 390
Amherst, VA 24521

Virginia Association of Counties Group Self-Insurance Risk Pool
Member: Amherst County
Claim Number: 0092017192136
Date of Loss: 07/14/2017

Dear Shelia:

Enclosed please find a VACORP property damage check in the amount of \$546.02 to cover the supplemental damages to the 2014 Ford Taurus VIN #4436. This amount was determined by from the appraisal by S&S Appraisals.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Megan Blafas-Chriss'.

Megan Blafas-Chriss
Claims Associate

Enclosure - Check

TO

4-001-031020-3004-100

FROM

3-001-041010-0101

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A TWO-TONED COLORED BACKGROUND AND MICROPRINTING IN THE BORDER. BNC BANK

VACORP CLAIMS
1315 Franklin Road SW
Roanoke, VA 24016-4607
540-345-8500

68-183/514
412

DATE	CHECK NO.
9/11/2017	274732
AMOUNT	
\$ **546.02**	

PAY TO THE ORDER OF Five Hundred Forty-Six and 02/100 Dollars*****

Attn: Sheila Campbell Amherst County
PO Box 390
Amherst, VA 24521

Steve L. Rawlings

AUTHORIZED ACCOUNT SIGNER
TWO SIGNATURES REQUIRED OVER \$30,000

SECURITY FEATURES INCLUDED: DETAILS ON BACK

⑈ 274732⑈ ⑆053112039⑆ 130900023289⑈

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Collision			17-10763-JS	\$546.02	\$546.02

Claim Number: 0092017192136 Claimant: Amherst County Payee: Attn: Sheila Campbell Amherst County
Check Number: 274732 Total Check Amt: \$546.02 Event Date: 7/14/2017 Department: 009 Amherst County Date of Check: 9/11/2017
Memo: Supplemental Repairs
Enclosure

Deposit to INSR
Receipt to C. West - Finance
Thanks!

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#1 - 17-20

DATE: October 3, 2017

FROM: Sheriff
DEPARTMENT

E. W. Vieira Jr.

SIGNATURE

Appropriation:

Budget year: FY 2018

FUND 001

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
3102	1002	Overtime Deputy	\$ 39,229.48
3102	3004	Repairs - Auto	\$ 125.00
3102	5504	Travel	\$ 27.00
3102	5804-100	CHS Beautification	\$ 80.00

Explanation of why funds are needed and where funds are coming from:

1. Reimbursements received for overtime services; CIT, Lockn, Nichols
2. Citizen reimbursed tow charges for vehicle
3. CVCJA reimbursed for per diem charges for officer conducting class
4. Sheriff's Office employee purchased used grill

****Please Select Description ****

- ☒ General Fund
- ☐ Recovered Revenue
- ☐ Additional State Revenue
- ☐ Grant Award



Other Funds (Explain Source below)
Pass through funds

① € ④

TAX RECEIPT

Ticket #:00090050001 @@

AMHERST COUNTY
JOANNE CARDEN, TREASURER
P.O. BOX 449

Date : 9/14/2017
Register: JVC/R3A
Trans. #: 33004
Dept # : MISC
Acct# :

AMHERST VA 24521
MISCELLANEOUS - LOCAL-GENERAL

Previous Principal
Balance \$ 185.00

Principal Being Paid \$ 185.00
Penalty \$.00
Interest \$.00

AMHERST COUNTY SHERIFF

Amount Paid \$ 185.00

*Balance Due \$.00

Cash 80.00

Check 105.00

123223 WELLS

Pd by
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 9/2017

\$80

3102-5804-100

④

\$105

3102-1002

①

3102-1002 ①

T A X R E C E I P T

Ticket #:00090090001 @@

AMHERST COUNTY
JOANNE CARDEN, TREASURER
P.O. BOX 449

Date : 9/20/2017
Register: JVC/R3A
Trans. #: 33091
Dept # : MISC
Acct# :

AMHERST VA 24521

MISCELLANEOUS - LOCAL-GENERAL
LOCKN' LLC

Previous Principal
Balance \$ 34000.00

Principal Being Paid \$ 34000.00
Penalty \$.00
Interest \$.00

AMHERST COUNTY SHERIFF

Amount Paid \$ 34000.00

*Balance Due \$.00

Pd by BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 9/2017
Check 34000.00 # 12881 CHASE

3102-1002 ①

TAX RECEIPT

Ticket #:00090080001 @@

AMHERST COUNTY
JOANNE CARDEN, TREASURER
P.O. BOX 449

Date : 9/20/2017
Register: JVC/R3A
Trans. #: 33088
Dept # : MISC
Acct# :

AMHERST VA 24521

MISCELLANEOUS - LOCAL-GENERAL
CIT

Previous Principal
Balance \$ 5124.48

Principal Being Paid \$ 5124.48
Penalty \$.00
Interest \$.00

CITY OF LYNCHBURG

Amount Paid \$ 5124.48

*Balance Due \$.00

Pd by
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 9/2017

Check 5124.48 # 552172 WELLS

3102-3004 (2)

T A X R E C E I P T

Ticket #:00090070001 @@

AMHERST COUNTY
JOANNE CARDEN, TREASURER
P.O. BOX 449

Date : 9/20/2017
Register: JVC/R3A
Trans. #: 33086
Dept # : MISC
Acct# :

AMHERST VA 24521

MISCELLANEOUS - LOCAL-GENERAL
KYLE TEDDER
REIMB FOR TOW

Previous Principal
Balance \$ 125.00

Principal Being Paid \$ 125.00
Penalty \$.00
Interest \$.00

AMHERST COUNTY SHERIFF

Amount Paid \$ 125.00

*Balance Due \$.00
Cash 125.00

Pd by
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 9/2017

③ 3102-5504

T A X R E C E I P T

AMHERST COUNTY
JOANNE CARDEN, TREASURER
P.O. BOX 449

AMHERST VA 24521

MISCELLANEOUS - LOCAL-GENERAL
CENTRAL VA CRIMINAL
JUSTICE ACADEMY

AMHERST COUNTY SHERIFF

Ticket #:00090060001 @@

Date : 9/20/2017
Register: JVC/R3A
Trans. #: 33085
Dept # : MISC
Acct# :

Previous Principal	
Balance \$	27.00
Principal Being Paid \$	27.00
Penalty \$.00
Interest \$.00
Amount Paid \$	27.00
*Balance Due \$.00

Pd by Check 27.00 # 023545 BOTJ
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 9/2017

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

2-
21

DATE: October 3, 2017

FROM: FINANCE
DEPARTMENT

Honey H. Wilkes
SIGNATURE

Appropriation:

Budget year: FY 2018

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
35990	5604	Humane Society License Plates	\$ 626.62

Explanation of why funds are needed and where funds are coming from:

Appropriate funds received in FY 17 that were assigned to the Humane Society.

****Please Select Description ****

- ☐ General Fund

☐ Recovered Revenue

☐ Additional State Revenue

☐ Grant Award

☐ Other Funds (Explain Source below)

RECEIVED

SEP 19 2017

AMHERST COUNTY
ADMINISTRATOR'S OFFICE

Company No: 217	Account Number: 3001	18990 750	Period:
Date: 9/19/17	ANIMAL FRIENDLY LICENSE SALE		Time: 0908
Budget Amount	Year To Date	Encumbrances	Balance
\$0.00	\$626.62-	\$0.00	\$626.62

=====

Date	Source	Reference Number	PO#	Amount	Period Description
02062017	CS 1	20170206		\$626.62-	201702 - TREASURER CASH REPORT-
*****		G/L Year-To-Date-		\$626.62-	
*****		Encumbrance-			
*****		A/P Holding File-			
*****		P/R Holding File-			
*****		U/T Holding File-			
*****		A/R Holding File-			
*****		G/L Holding File-			
*****		S/S Holding File-			
*****		INV Holding File-			
*****		Budget Amount -			

=====

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

3 -
22

DATE: October 3, 2017

FROM: FINANCE
DEPARTMENT

Grace H. Wilkes
SIGNATURE

Appropriation:

Budget year: FY 2018

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
81600	3007	Advertising	\$ 3,400.00

Explanation of why funds are needed and where funds are coming from:

Appropriate funds from the committed fund for Tourism to cover contracts for advertising committed to prior to the agreement with the Chamber of Commerce.

****Please Select Description ****

☐

General Fund

☐

Other Funds (Explain Source below)

☐

Recovered Revenue

☐

Additional State Revenue

☐

Grant Award

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#4-
23

DATE: October 3, 2017

FROM: FINANCE/Clerk of CC
DEPARTMENT

Hacey H. Wilkes
SIGNATURE

Appropriation:

Budget year: FY 2018

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
8-41000	3010	Contracted Services	\$ 11,670.00

Explanation of why funds are needed and where funds are coming from:

Appropriate grant funds to be received. 8-24040-501

****Please Select Description ****

☐ General Fund

☐ Recovered Revenue

☐ Additional State Revenue

☐ Grant Award

☐ Other Funds (Explain Source below)

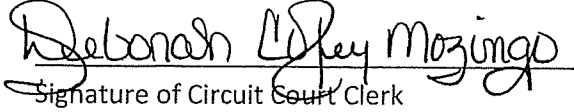
CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Amherst County

Date: August 29, 2017

Project Type: Item Conservation

Amount of Grant Request: \$14,417.00


Signature of Circuit Court Clerk

DEBORAH COFFEY MOZINGO
Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2018FY-28

Amount of Grant Award: \$11,670.00


Signature of Circuit Court Clerk

Date: 9-5-17



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

August 25, 2017

The Honorable Deborah C. Mozingo
Clerk of the Circuit Court
Amherst County
P.O. Box 462
Amherst, VA 24521

Grant Agreement Number: 2018FY-28

Dear Ms. Mozingo,

The Circuit Court Records Preservation Grants Review Board met on Thursday, August 24th, 2017 to consider eighty applications submitted from seventy-nine localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been approved at a reduced amount of \$11,670.00 due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: Deed Book 59, 1906-1907; General Index to Deeds 3, 1843-1885; Plat Book 1761-1837. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway
State Librarian and State Archivist of Virginia

John T. Frey
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 phone
804.692.3976 v/tty

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#5 -
24

DATE: October 3, 2017

FROM: FINANCE/Comm Atty
DEPARTMENT

Robert H. Wilkes
SIGNATURE

Appropriation:

Budget year: FY 2018

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
22010	5901	State Levy on Collections	\$ 35,752.00

Explanation of why funds are needed and where funds are coming from:

Appropriate funds collected in FY 17 and due back to the state

****Please Select Description ****

☐

General Fund

☐

Other Funds (Explain Source below)

☐

Recovered Revenue

☐

Additional State Revenue

☐

Grant Award

COMMONWEALTH'S ATTORNEY

W. Lyle Carver
Commonwealth's Attorney

Stephen R. Eubank
Deputy Commonwealth's Attorney
Fax 434-946-9306
Susan B. Eastman
Office Administrator

Amherst County
P. O. Box 358
Amherst, Virginia 24521
www.amherstca.org

Phone 434-946-9316

Andrew W. Childress
Asst. Commonwealth's Attorney

Amber N. Drumheller
Asst. Commonwealth's Attorney

Beverly N. Wiley
Victim/Witness Advocate

August 23, 2017

Stacy Wilkes, Finance Director
Amherst County
153 Washington St
Amherst, VA 24521

RECEIVED
AUG 24 2017
Dept. of Finance

Re: In-house Cost Collection's ACOCA-FY 2017 Fines and Fees

Dear Stacy,

Enclosed is a copy of the fines and fees report for the in-house collections of the Office of the Commonwealth's Attorney for Amherst County. As you can see, funds generated require that \$35,752 be forwarded to the state as their share of the total funds collected, which leaves \$35,752 for the general fund. Please make the state's check payable to the State Treasurer's Office in Richmond.

Feel free to contact me if you have any questions regarding this information.
Thank you so much for your assistance in this matter.

Sincerely,



W. Lyle Carver
Commonwealth's Attorney

WLC:jeh

Enclosure

Cc: Dean Rodgers, County Administrator
Joanne Carden, Treasurer

AMHERST COUNTY BOARD OF SUPERVISORS

Amherst, VA 24521

8/23/2017

DATE

ACOCA

DEPARTMENT

☐ Return check to DEPARTMENT

☒ MAIL CHECK

PAY TO: Virginia State Treasurer's Office

ADDRESS: P.O. Box 1879 Richmond, V A 23218

FOR: ACOCA In-house Collections of Fines and Fees for FY 2017

TOTAL: \$35,752

DEPT. # 22010 ACCT. # ACOCA VENDOR #

DATE REC'D. 08/23/2017 APPROVAL *WLL* P.O#

INV. AMT. DISCOUNT AMT TO PAY \$35,752

BC DATE CHECK #

Commonwealth's Attorney for: Amherst County city/county Locality Code: 009

COURT	Column A Total Assessments of delinquent fines, costs, forfeitures, penalties and interest sent for collections. (Excluding Restitution)	Column B Deleted or removed accounts	Column C PAID accounts as reported by Department of Taxation's Debt Set-Off Program	Column D Assessments of Restitution sent for collections.	Column E Net Assessments (A - B - C + D = E)
Circuit	\$1,133,231.25		\$2,369.45		\$1,130,861.80
General District	\$312,365.81		\$6,974.10		\$305,391.71
J & DR	\$71,314.18		\$2,565.50		\$68,748.68
Combined					\$0.00
Totals	\$1,516,911.24	\$0.00	\$11,909.05	\$0.00	\$1,505,002.19

Based on information provided to me by the courts and my collection program, I certify that this report is a true and accurate statement of the total fines and costs collected and deposited by me or on my behalf for the period stated above.

Date: 8-23-2017

Printed Name: W. Lyle Carver

Signature: [Signature]

FY17 Collection Agent: (fill in at the bottom-left of form on page 2)

- ☐ DEPARTMENT OF TAXATION ☐ IN-HOUSE PROGRAM ☐ CITY/COUNTY TREASURER
☐ PRIVATE ATTORNEY (provide name) ☐ PRIVATE COLLECTION AGENT (provide name)

FY17 Collection of Fines and Fees Form

Commonwealth's Attorney for:

Amherst County

city/county

Locality Code:

009

COURT	Column F Collections of delinquent fines, costs forfeitures, penalties and interest during this period. (excluding Restitution)	Column G Collections of Restitution during this period	Column H Collections Offset Amount (increase rate) during this period.	Column I Collection Fee Must not exceed agreed collection fee %.	Column J Net Collections (F + G + H - I = J)
Circuit	\$66,018.14		\$13,322.25	\$24,482.81	\$54,857.58
General District	\$137,533.74		\$13,440.02	\$50,802.01	\$100,171.75
J & DR	\$17,687.95		\$4,997.24	\$6,117.76	\$16,567.43
Combined					\$0.00
Totals	\$221,239.83	\$0.00	\$31,759.51	\$81,402.58	\$171,596.76
COURT	FY17 Collection Agent Name*	IN-HOUSE and CONTINGENCY TREASURER Collections ONLY			
Circuit		Total from Column I above	\$81,403		
General District		Less: (-) Expenses for Collection Efforts	\$9,898		
J & DR		Surplus (deficit)	\$71,504		
Combined		Locality/State Split of Surplus	\$35,752		