

Agenda Item V. B.

Meeting Date: May 2, 2017

Department: Accounting

Issue: **FY17 Appropriation of Revenue**

Board Action: The Board is being asked to accept revenue into the FY17 budget.

Attachments:

Appropriation Request Forms

1. Public Works 2. Sheriff 3. Animal Shelter 4. Clerk of the Court
5. Finance/Public Safety

Summary:

<u>Amount:</u>	<u>Received From:</u>	<u>Received For:</u>	<u>Appropriated To:</u>	<u>Account Line</u>
1. 116,000.00	General Fund	Reserved Funds	Contracted Services	42080-3020
2. 18,000.00	General Fund	Reserved Funds	Slope Failure	43400-3015-100
3. 72.00	VDOT	Reimbursement	Workforce Supervisor	31020-1012
4. 258.36	Amh Co High School	Reimbursement	Comp Athletic Events	31020-1013
5. 3,916.77	Federal Task Force	Reimbursement	Federal Task Force	31020-1017
6. 3,044.88	Erie Insurance	Reimbursement	Auto Ins Recovery	31020-3004-100
7. 89.95	Capps Shoe Company	Refund	Uniforms	31020-5410
8. 110.00	Citizens	Donation s	Medical Supplies	35980-5404
9. 4,575.00	Library of Virginia	Grant Funds	Printing & Binding	21060-3006
10. 21,027.78	Grant Revenues	Grant Funds	Equipment/Medical	32070-7001
11. (10,050.98)	Grant Revenues	Grant Funds	4forLife Share Vehicle reg	32030-5690
12. (32,553.04)	Grant Revenues	Grant Funds	Transfer to Grants	3-001-93010-0304
13. 32,553.04	Grant Revenues	Grant Funds	From General to Grants	3-008-93010-5872
14. (32,553.04)	Grant Revenues	Grant Funds	Prior Yr Fund Balance	3-008-41090-0300
15. 31,750.00	Grant Revenues	Grant Funds	Emergency Vehicle Reg	3-001-24040-0413
16. (10,173.76)	Grant Revenues	Grant Funds	Supplemental Approp	3-001-93010-5851

Recommendation: That the Board approve the appropriations as indicated above.

1
142

COUNTY OF AMHERST
APPROPRIATION REQUEST FORM

DATE 4/24/17

FROM: Public Works
DEPARTMENT

James M. Nunkiff
SIGNATURE

Appropriation:

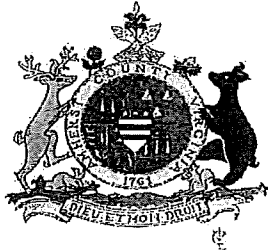
Budget year FY 17

Dept. Number	Line Number	Description	Amount
42080	3020	Contracted Services	\$ 116,000
43400	3015-100	Slope Failure	\$ 18,000

Explanation of why money is needed or where money is coming from:

Assigned general fund reserve

This money was set aside to cover the repairs for the slope failure at Stonehouse Lake Dam. Another method of repair was done and is holding up. Some of that remaining fund is to go towards the slope failure and stormwater management work at the active landfill.



#2
3-7

Agenda Item
(Regina will insert a number)

Meeting Date: May 2, 2017
Department: SHERIFF

Issue: **FY17 Appropriation Request**

Board Action:

The Board is being asked to distribute funds that have been received to the accounts indicated below.

3102		1012	Workforce Supervisor		\$ 72.00
3102		1013	Comp Athletic Events		\$ 258.36
3102		1017	Federal Task Force		\$ 3916.77
3102		3004-100	Auto Insurance Recovery		\$ 3044.88
3102		5410	Uniforms		\$ 89.95

Attachments: County Appropriation request form
Receipts showing deposit with Treasurer

Background:

The sources of the above receipts are as follows:

1. VDOT reimbursed for workforce supervisor salary for work done on State Rights of way for March
2. Amherst High School reimbursed for security services for March 2017
3. Reimbursement from Federal Task Force for narcotics investigators overtime for Oct, Nov, Dec 2016
4. Insurance company reimbursed for auto damage
5. Capps Shoe Company refunded money for returned shoes

Recommendation: Approve the above adjustments to the FY17 budget to reflect the receipt and distribution of these pass-through funds as indicated.

3102-1012

Item 1

Page 1

Thu, April 06, 2017

Commonwealth of Virginia

EDI Remittance Detail

Total Amount: 72.00

Deposit Date: 04/06/2017

Trace Number 80457045

Agy No	Amount	Offset Amount	Invoice Number	Invoice Date	Customer Number	Voucher Number	Description
501	72.00	0.00	033117	03/31/2017	AMHERSTV DOT501L	00721027	Invoice # 033117 Amher
Tot 501	72.00						

Dept of
Transportation

SHWKIM

E-MAILED APR 06 2017

TAX RECEIPT

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449

AMHERST VA 24521

SHERIFF INMATE WORKFOCE
DEPT OF TRANSPORATION
INV #033117 AMHERST
VOUCHER 00721027

COMMONWEALTH OF VA T-80457045

Ticket #:00000580001 @@

Date : 4/06/2017
Register: KFR/R2A
Trans. #: 97263
Dept #: SHWKIM
Acct# :Previous Principal
Balance \$ 72.00Principal Being Paid \$ 72.00
Penalty \$.00
Interest \$.00

Amount Paid \$ 72.00

*Balance Due \$.00

Pd by
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2017 Check 72.00 # EFT T80457045

3102-1013
item 2

T A X R E C E I P T

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449

AMHERST VA 24521

RECOVERED SECURITY COST-ACTIVITIES
PROM SECURITY

AMHERST COUNTY SHERIFF

Ticket #:00002450001 @@

Date : 4/10/2017
Register: JVC/R3A
Trans. #: 28581
Dept # : SHREA
Acct# :

Previous Principal
Balance \$ 258.36

Principal Being Paid \$ 258.36
Penalty \$.00
Interest \$.00

Amount Paid \$ 258.36

*Balance Due \$.00

Pd by AMHERST COUNTY HING SCHOOL Check 258.36 # 021163 BBT
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2017

3102-1017

Item 3

T A X R E C E I P T

Ticket #:00000150001 @@

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449

Date : 4/17/2017
Register: KFR/R2A
Trans. #: 97444
Dept # : SHERTF
Acct# :

AMHERST VA 24521

FED TASK FORCE REIMBURSEMENT
REF: 10136151822982
OCDETF - MAVAO1061031

Previous Principal
Balance \$ 1853.04

Principal Being Paid \$ 1853.04
Penalty \$.00
Interest \$.00

U S TREASURY
DPET OF JUSTICE -

Amount Paid \$ 1853.04

*Balance Due \$.00

Pd by Check 1853.04 # US TREASURY
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2017

item 3

TAX RECEIPT

Ticket #:00000170001 @@

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449

Date : 4/18/2017
Register: KFR/R2A
Trans. #: 97473
Dept # : SHERTF
Acct# :

AMHERST VA 24521

FED TASK FORCE REIMBURSEMENT
REF 101036151822983
INV OCDETFMAVA201061130

Previous Principal
Balance \$ 1141.18

Principal Being Paid \$ 1141.18
Penalty \$.00
Interest \$.00

U S TREASURY
DEPT OF JUSTICE MANAGEMENT DIVISIO

Amount Paid \$ 1141.18

*Balance Due \$.00

Pd by Check 1141.18 # EFT US TREASURY
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2017

E-MAILED APR 18 2017

item 3

T A X R E C E I P T

Ticket #:00000160001 @@

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449

Date : 4/18/2017
Register: KFR/R2A
Trans. #: 97472
Dept # : SHERTF
Acct# :

AMHERST VA 24521

FED TASK FORCE REIMBURSEMENT
OCDETF MAVAW01061231
REF# 101036151822984

Previous Principal
Balance \$ 922.55

Principal Being Paid \$ 922.55
Penalty \$.00
Interest \$.00

U S TREASURY
DEPORAT OF JUSTICE MANAGEMENT DIVIS

Amount Paid \$ 922.55

*Balance Due \$.00

Pd by BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2017 Check 922.55 # EFT US TREASURY

, E-MAILED APR 18 2017

Item 4

T A X R E C E I P T

Ticket #:00089050001 @@

AMHERST COUNTY
 GARRY L. FRIEND
 P.O. BOX 449

Date : 4/14/2017
 Register: DHM/R1A
 Trans. #: 83635
 Dept # : MISC
 Acct# :

AMHERST VA 24521

MISCELLANEOUS - LOCAL-GENERAL
 INSURANCE FOR HUDSON'S
 ACCIDENT

Previous Principal
 Balance \$ 3044.88

Principal Being Paid \$ 3044.88
 Penalty \$.00
 Interest \$.00

AMHERST COUNTY SHERIFF'S OFFICE

Amount Paid \$ 3044.88

*Balance Due \$.00

Pd by ERIE INSURANCE Check 3044.88 # 305507 PNC
 BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 4/2017

3102-5410
item 5

T A X R E C E I P T

Ticket #:00089020001 @@

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449

Date : 3/31/2017
Register: JVC/R3A
Trans. #: 28384
Dept # : MISC
Acct# :

AMHERST VA 24521

MISCELLANEOUS - LOCAL-GENERAL
REIMBURSEMENT FOR
RETURNED SHOES
CAPPS SHOE COMPANY

Previous Principal
Balance \$ 89.95

Principal Being Paid \$ 89.95
Penalty \$.00
Interest \$.00

AMHERST COUNTY SHERIFF

Amount Paid \$ 89.95

*Balance Due \$.00

Pd by CAPPS SHOE CO INC Check 89.95 # 322831 WELLS
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 3/2017



Agenda Item
(Regina will insert a number)

#3-
#8

Meeting Date: May 2, 2017

Department: Animal Shelter

Issue: **FY17** Appropriation Request

Summary:

The Board is being asked to distribute funds that have been received to the account indicated below.

3598	5404	Medical Supplies	110.00
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Attachments:

Appropriation Request form.

Receipts from Treasurer's Office.

Background:

1. Citizens made donations and reimbursement for vet bill to the animal shelter.

Recommendation:

Approve the above adjustment to the FY17 budget to reflect the receipt and distribution of these revenue funds as indicated.

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

DATE: May 2, 2017

FROM: ANIMAL SHELTER
DEPARTMENT

E. W. Vieira Jr.

SIGNATURE

Appropriation:

Budget year: FY 2017

FUND 001

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
3598	5404	Medical Supplies	\$ 110.00

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

1. Citizens gave donations and reimbursement for vet bills to the Animal Shelter.

****Please Select Description ****

☐ General Fund

☒ X

Other Funds (Explain Source below)
Pass Through Revenue

☐ Recovered Revenue

☐ Additional State Revenue

☐ Grant Award

TAX RECEIPT

Ticket #:00001530001 @@

AMHERST COUNTY
GARRY L. FRIEND
P.O. BOX 449Date : 3/31/2017
Register: JVC/R3A
Trans. #: 28403
Dept # : ANCD
Acct# :

AMHERST VA 24521

ANIMAL CARE CENTER DONATIONS

Previous Principal
Balance \$ 110.00Principal Being Paid \$ 110.00
Penalty \$.00
Interest \$.00

ACACC

Amount Paid \$ 110.00

*Balance Due \$.00

Pd by
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 3/2017
Cash 10.00
Check 100.00 # 10882 VCU

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#4 -
#9

DATE: April 13, 2017

FROM: Clerk of Court
DEPARTMENT

Deborah Cofey Moyle
SIGNATURE

Appropriation:

Budget year: FY

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
21060	3006	Printing & Binding	\$ 4,575.00

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

Approval of Grant funds received from the Library of Virginia for microfilming plats. Documentation attached.

****Please Select Description ****

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

☐ Other Funds (Explain Source below)
Library of Virginia - State Funds
3-001-024040-0440

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM
VERIFICATION OF WORK FORM**

Grant Agreement No. 2017 A-13

Locality Amherst County

Date 4-12-17

The Verification of Work Form must be completed and returned to the Library of Virginia along with a copy of the vendor's invoice within **fifteen days of completion of grant project**. LVA will only release grant funds to the locality upon receipt of verification of work form and a copy of the vendor's invoice.

Grant funds will only be disbursed to the fiscal office of the locality. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality's fiscal office (i.e. Treasurer's Office or Department of Finance). Funds will be released within thirty days of submission of a completed verification of work form and a copy of vendor's invoice.

Mail to:

Michelle Washington *Administrative Assistant*
800 East Broad Street
Richmond, VA 23219-8000
michelle.washington@lva.virginia.gov

A) Fiscal Office Information

Fiscal Officer (Treasurer, Director of Finance, or locality administrator), Locality, and Phone Number of Fiscal Office:

GARRY L. FRIEND, TREASURER
AMHERST COUNTY, VIRGINIA
434-946-9318

Federal Identification Number (FIN) of the Treasurer's Office or Department of Finance:

To Be Completed by Library of Virginia Staff Only	
Verification Form Received and Approved For Payment by:	FIPS Code <u> </u> FUND <u>02202</u>
	TIN# <u> </u> PROG <u>137/006</u>
	VO# <u> </u> DEPT <u>92130</u>
Name <u> </u>	Date <u> </u> CC <u>761</u>
	BUS. UNIT <u>20200</u> PROJECT <u>LVA91112</u>
Date <u> </u>	\$PAID <u> </u> DUE DATE <u> </u>
	ACCOUNT# <u>5014310</u>

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM
VERIFICATION OF WORK FORM**

B) Verification of Work information

1) Was work completed by Vendor as requested in grant application? ☒ Yes ☐ No ☐ N/A

2) If not, please explain: (i.e. explain specific circumstances)

3) Is further action required from Vendor? Yes ☒ No ☐ N/A

4) If yes, please explain (i.e. explain specific actions needed)

5) For item conservation and reformatting grant projects, were all materials returned from Vendor?

☒ Yes ☐ No ☐ Partial ☐ N/A

6) If you requested digital images as part of item conservation project, did you receive images from Vendor?

Yes ☐ No ☐ N/A ☐

7) Describe the significant benefits provided by this grant project.

Plats have been microfilmed and stored off site to provide for security and reproduction in the future.

8) Is vendor's invoice attached to this form?

☒ Yes ☐ No

Signatures:

LVA Representative

Date: _____

Deborah Joy May
Circuit Court Clerk

Date: 4-12-17



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

January 20, 2017

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

Grant Agreement Number: 2017A-13

Dear Ms. Mozingo,

The Circuit Court Records Preservation Grants Review Board met on January 18th, 2017 to consider eighty applications submitted from seventy-nine localities, making it yet another record-breaking cycle. All awards this cycle were directly affected by a thirteen percent increase in the number of grants submitted, increasing conservation/reformatting costs, and consistently flat incoming CCRP revenue based on the \$1.50 recording fee. It is our pleasure to inform you that your Reformatting grant application to the Virginia Circuit Court Records Preservation Program has been approved at a reduced amount of \$4,575.00. Plats - 7500 plats, 1987-present (1/2 of the plats requested for reformatting). 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 reformatting vendor representative to make arrangements for them to begin the project. 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

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Amherst County

Date: January 20, 2017

Project Type: Reformatting

Amount of Grant Request: \$9,150.00

Deborah Coffey Mozingo
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.

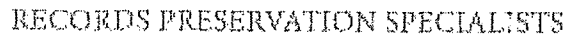
By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2017A-13

Amount of Grant Award: \$4,575.00

Deborah Coffey Mozingo
Signature of Circuit Court Clerk

Date: 2/1/17



P.O. BOX 6277 • ASHLAND, VA 23005

INVOICE NUMBER: 53014

Date 03/23/17

BILL TO: Amherst Circuit Court
Deborah C. Mozingo, Clerk
P.O. Box 462
Amherst, VA 24521

Terms Net 30

P.O. Number

Thank you for your business! If you would like to make a payment with a credit card, please add 5% to the total amount and call us at (804) 559-5949.

TOTAL INVOICE AMOUNT	\$3,538.00
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C.W. Warthen Inc.
P.O. BOX 6277
ASHLAND, VA 23005

Phone: 434-845-1231 or 804-559-5949
www.cwwarthen.com

E-mail: krista@cwwarthen.com

COUNTY OF AMHERST

APPROPRIATION REQUEST FORM

#5-
10-16

DATE: May 2, 2017

FROM: FINANCE/PUBLIC SAFETY
DEPARTMENT

Henry H. Williams
SIGNATURE

Appropriation:

Budget year: FY 2017

DEPT. NUMBER	LINE NUMBER	DESCRIPTION	AMOUNT
4-001-32070	7001	EQUIPMENT/MEDICAL	\$ 21,027.78
4-001-32030	5690	4forlife share vehicle registration	\$ (10,050.98)
3-001-93010	0304	Trfr to Grants	\$ (32,553.04)
3-008-000-93010	5872	Trfr from General to Grants	\$ 32,553.04
3-008-000-41090	0300	Prior yr fund balance	\$ (32,553.04)
3-001-024040	0413	Emergency Vehicle Registration	\$ 31,750.00
3-001-93010	5851	Supplemental Appropriation	\$ (10,173.76)

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

appropriate 2015 and 2016 grant revenues not appropriated in FY 2016.

****Please Select Description ****

- ☐ General Fund
- ☐ Other Funds (Explain Source below)
- ☐ Recovered Revenue
- ☐ Additional State Revenue
- ☐ Grant Award