

**Appropriation Transfers Report for February 2017**

**Forsyth County, N. C.**

Per Section 2 - Appropriations of the FY2016-2017 Adopted Budget Ordinance, please find the following appropriation transfer(s) processed in February 2017 for the purpose of assuring the administering of programs authorized in the Budget Ordinance. The Ordinance states that such actions are to be reported to the Board at its next Board meeting and recorded in the minutes of that meeting. The appropriation transfers reports consist of:

1. Transfers between departments; and/or
2. Transfers out of Non-Departmental Contingency; and/or
3. Transfers for Departmental Special Gifts received.

During February 2017, one transfer occurred within the first category - Transfers between Departments; two transfers occurred within the second category - Transfers out of Non-Departmental Contingency; and one transfer occurred within the third category - Non-Departmental Special Gifts Transfer.

**Appropriation Transfer(s)**

1. There was a request to transfer SCAAP funds from Sheriff-Detention to General Services so that General Services could serve as the project manager to replace the flooring at the Law Enforcement Detention Center gym that is used by Sheriff's Office employees.

DECREASE:	<u>SECTION 2. APPROPRIATIONS</u> GENERAL FUND SHERIFF	<u>\$10,639</u>
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INCREASE:	<u>SECTION 2. APPROPRIATIONS</u> GENERAL FUND GENERAL SERVICES	<u>\$10,639</u>
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2. The Board of Elections Director requested a transfer from Contingency to cover the remaining payments for additional temporary staffing and extra paper rolls for voting machines. The additional expenses are the result of the U.S. Fourth Circuit Court ruling to expand early voting from a 10-day period to a 17-day period; a decision by the Forsyth County Board of Elections to include two additional remote early voting sites; and a recount of the NC Auditor's election.

DECREASE:	<u>SECTION 2. APPROPRIATIONS</u> GENERAL FUND NON-DEPARTMENTAL Contingency	<u>\$168,000</u>
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INCREASE:	<u>SECTION 2. APPROPRIATIONS</u> GENERAL FUND BOARD OF ELECTIONS	<u>\$168,000</u>
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3. The State completed a final accounting of JCPC spending and determined \$2,405 was not spent by various agencies. Insight Human Services, Just Us, and Strengthening Families have paid the County back these funds.

DECREASE:	<u>SECTION 2. APPROPRIATIONS</u> GENERAL FUND NON-DEPARTMENTAL Contingency	<u>\$2,405</u>
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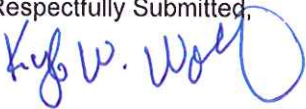
INCREASE:	<u>SECTION 2. APPROPRIATIONS</u> GENERAL FUND YOUTH SERVICES	<u>\$2,405</u>
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4. The Library received two donations - the first from the Friends of the Clemmons Library for \$1,500 to support the purchase of downloadable e-books for the Library's materials collection and the second from Martha Hartley in the amount of \$150 to support the Children's Outreach Department's Early Literacy Reading Program.

DECREASE:	<u>SECTION 2. APPROPRIATIONS</u>	
	GENERAL FUND	
	NON-DEPARTMENTAL	
	Special Gifts	<u>\$1,650</u>
INCREASE:	<u>SECTION 2. APPROPRIATIONS</u>	
	GENERAL FUND	
	LIBRARY	<u>\$1,650</u>

Respectfully Submitted,



Kyle W. Wolf  
Director, Budget and Management



## Forsyth County Budget & Management Department

Kyle W. Wolf, *Director*

R. Carr Boyd, *Analyst*  
D. Adam Pendlebury, *Analyst*  
Rene Williams, *Office Administrator*

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### MEMORANDUM

To: Dudley Watts, County Manager

From: Kyle Wolf, Director *KW*

Date: January 31, 2017

Subject: Board of Elections Contingency Request

The Board of Elections Director is requesting a transfer of \$168,000 from Contingency. These funds are necessary to cover the remaining payments for additional temporary staffing and extra paper rolls for the voting machines. The primary reasons for the additional expenses are the unexpected U.S. Fourth Circuit Court ruling to expand early voting from a 10-day period to a 17-day period; a decision by the Forsyth County Board of Elections to include two additional remote early voting sites; and a recount of the NC Auditor's election.

During the FY 2017 budget process, we included \$565,000 in Contingency which included \$300,000 of "normal" Contingency and \$265,000 of "enhanced" Contingency. The table below illustrates enhanced contingency.

Enhanced Contingency Items in FY 2017 Budget	Amount
Crime Scene Consolidation Back-Up Plan	\$84,500
Forsyth Technical Community College Salary and Benefit increase possibility from State budget	\$115,000
Additional Rental Equipment for Board of Elections	\$15,500
Possible General Services/Parks and Recreation Security Project	\$50,000
	<b>\$265,000</b>

Through December 31, 2016, \$170,144 of Contingency has been used for various items included in the table below.

Actual Contingency Transfers in FY 2017	Amount
<b>Court Services</b> - Finance required all AOC contracts be encumbered at full amount, plus 10% (never required until this year)	\$28,863
<b>Finance</b> - Two transfers to cover additional advertising costs for the November 2016 Bond Referendum	\$2,872
<b>Forsyth Technical Community College</b> - Actual cost of Salary & Benefit increase from State	\$86,309
<b>Animal Control</b> - Fine from North Carolina Department of Agriculture	\$2,100
<b>Tax</b> - Change in how interest payments have been paid to property owners per Finance	\$50,000
	<b>\$170,144</b>

I have attached Tim's memo for your review. Carr and I have reviewed the Board of Elections current budget and remaining balances to try and identify areas to transfer funds in order to reduce the amount of this transfer but ultimately believe these expenses are an appropriate use of Contingency. If this transfer from Contingency is approved, there will be \$226,856 available through June 30, 2017.

I have attached Tim's memo for your review. If you have any questions, please let Carr or myself know.

## BOARD OF ELECTIONS

**Ken Raymond**  
Chairman

**Stuart Russell**  
Secretary

**Fleming El-Amin**  
Member



**Tim Tsujii**  
Director of Elections

**Lamar Joyner**  
Deputy Director

January 31, 2017

### MEMORANDUM

**TO:** Kyle Wolf  
Budget & Management

**FROM:** Tim Tsujii  
Board of Elections

**RE:** County Manager's Contingency Fund Request

This is a request for a transfer of funds from the manager's contingency in the amount of \$168,000 with \$126,000 to go towards object level 2114, \$22,000 to go towards object level 2231, and \$20,000 to go into level 2500. This will help cover the remaining payments for the additional temporary staffing, rental of voting equipment, and purchase of extra paper rolls for the voting machines. The added expenses were contributed due to the unexpected U.S. Fourth Circuit Court ruling to expand early voting from a 10-day to 17-day period, the decision by the Forsyth County Board of Elections to include two additional remote early voting sites, and the request for a recount of the NC Auditor's contest. With additional dates and locations for early voting, this required additional staffing and voting equipment to adequately provide expanded voter services. Temporary staffing was also needed to properly conduct a recount for a statewide contest by the mandated deadline.

Please let me know if you have any questions. Thank you for your help.

A handwritten signature in black ink, appearing to read "D. Tim Tsujii".

D. Tim Tsujii  
Director of Elections  
Forsyth County Board of Elections