

REQUEST TO USE CERTIFIED ROLLOVER FUNDS

Department: District Attorney

Fiscal Target Budgeting Unit (if other than Dept.): 1165

SUMMARY:

	Carried From Previous Years	2016 Certified Rollover	Total Available
Available Surplus Funds:	\$12,946.00	\$1,676.00	\$14,622.00
1) Funds requested for use in 2017 (must match Total Current Year Request below):			\$10,000.00
2) Funds requested for use in 2018 (to be submitted as an OTR):			\$0.00
3) Other requested use of funds:			\$0.00
		Total Requested	\$10,000.00
CURRENT YEAR REQUEST(S):	Remainder (available to carry forward):		\$4,622.00

FOR FUNDS REQUESTED IN THIS YEAR'S BUDGET, DESCRIBE THE PLANNED USE, please be specific (please attach additional information, if necessary):

Planned use of rollover:	Funct. Unit	Account No.	Dollar Amt.
1) Replacement of office furniture in office of District Attorney, waiting area, and in the conference room.	1165	52214	\$5,000.00
2) Replacement of computer equipment as it reaches the end of its useful life.	1165	52206	\$5,000.00
3)			\$0.00
4)			\$0.00
5)			\$0.00
6)			\$0.00
7)			\$0.00
8)			\$0.00
9)			\$0.00
10)			\$0.00
	Total Current Year Request (must match Summary line #1):		\$10,000.00

FUTURE USES:

<p>Does the Department plan to use rollover funds in future years, beyond 2018? If so, what is the plan?</p> <p>Yes, on an as needed basis for items that cannot be predicted such as trial expenses, expert witness fees, etc.</p>
<p>Is the Department in a position to return all or part of rollover to the general fund? (Please be specific)</p> <p>No. The Department is always in a position where unanticipated expenses can arise depending on specific criminal prosecutions.</p>

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SOURCE OF FUNDS:

County Fiscal Policy requires that sources of unspent funds for reappropriation (Certified Rollover) "be explicitly identified for Legislature review." (Please complete this section by explaining the specific source of your department's certified rollover funds for this year in the space(s) provided in the applicable section(s) and providing the corresponding dollar amount at right (below).)

Source(s) of Rollover Funds and Explanation		Dollar Amt.
1)	Grant with mismatched fiscal year: Please indicate what grant and for which years.	\$0.00
2)	Decision to postpone an expense or activity: Which expense or activity was postponed and why?	\$0.00
3)	Position(s) temporarily vacant: What positions were vacant and why?	\$0.00
4)	Bid price on contract lower than budgeted: What was contract for and why was it lower than budget?	\$0.00
5)	Funds reserved for future equipment purchase: What equipment are you anticipating purchasing?	\$0.00
6)	Savings resulting from new efficiencies: What were the new efficiencies? How did they come about? Savings from purchasing a used printer from ITS that did not require a monthly service contract fee. Some legal manuals now available online and no need to purchase hard copies.	\$4,266.72
7)	Revenue over budget: Where did the excess revenue come from?	\$0.00
8)	Revenue under budget: What caused the reduction in anticipated revenue? Difficulties in collecting on the ATI grant resulting in only receiving two quarters worth of anticipated funds.	

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9)	Other, please explain:	(\$14,600.00)
	\$15,000 from 2015 rollover went into extradition account and only \$2,703 was used in bringing a fugitive back. We would like the to save the remaining \$12,297 in the event other extradition situations arise to cover those necessary costs. Staff reassignments resulted in more claims for local mileage to town and village courts. New staff members attended prosecutorial training workshops, again resulting in higher expenses in that area. There are also various amounts left in different expense accounts from year end cleanup.	
		\$12,009.28
Total Certified Rollover Funds by Source (should match 2015 Certified Rollover amount from previous page):		\$1,676.00

APPROVALS:

Department Head Name	Date Submitted:
Matt Van Houten	7/25/2017
FOR ADMINISTRATION USE ONLY	
County Administrator recommendation for current year use in 2017:	\$10,000.00
County Administrator recommendation for use in 2018 Budget:	\$ -
Total Request Recommended:	\$ 10,000.
Administrator Explanation:	
<p style="font-size: 1.2em; font-family: cursive;">Appropriate use of rollover</p>	