

# REQUEST TO USE CERTIFIED ROLLOVER FUNDS

Department: Probation and Community Justice Department

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

## SUMMARY:

	Carried From Previous Years	2016 Certified Rollover	Total Available
<b>Available Surplus Funds:</b>	\$46,022.00	\$119,312.00	\$165,334.00
<b>1) Funds requested for use in 2017</b> (must match Total Current Year Request below):			\$15,750.00
<b>2) Funds requested for use in 2018</b> (to be submitted as an OTR):			<b>\$X.XX</b>
<b>3) Other requested use of funds:</b> Return to General Fund - see FUTURE USES Section below			\$78,571.00
		<b>Total Requested</b>	\$94,321.00
<b>CURRENT YEAR REQUEST(S):</b>		<b>Remainder (available to carry forward):</b>	\$71,013.00

## 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) Computer Equipment: Seven Desktop PCs, five Monitors, one Laptop and three Printers (all replacement equipment)	3142	52206	\$6,000.00
2) Office Equipment: One Projector (replacement equipment)	3142	52210	\$1,500.00
3) Office Furnishing: Three Task Chairs (replacement) and one Utility Tub Cart (to facilitate the wandering process of Probation clients visiting HSB)	3142	52214	\$800.00
4) Books: Evidence-based Interactive Journaling Curriculum designed for Youth along with Facilitator Guides	3142	54332	\$1,450.00
5) Professional Services: Electronic Monitoring (due to a spike in utilization not anticipated earlier)	3141	54442	\$6,000.00
6)			
7)			
8)			
9)			
		<b>Total Current Year Request (must match Summary line #1):</b>	<b>\$15,750.00</b>

## FUTURE USES:

**Does the Department plan to use rollover funds in future years? If so, what is the plan?**

Yes, we plan to use the remaining funds (after the proposed return to the General Fund) for ongoing expenses/balancing future budgets.

**Is the Department in a position to return all or part of rollover to the general fund? (Please be specific)**

Yes, we propose to return a part of our Rollover (\$78,571) to the General Fund, being the unspent amount from the Re-Entry Program Budget: \$53,571 from Coordination Services (FU 3994) and \$25,000 from Education Services for Re-Entry clients at

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Day Reporting (FU 3160).

## 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	\$0.00
5)	Funds reserved for future equipment purchase: What equipment are you anticipating	\$0.00
6)	Savings resulting from new efficiencies: What were the new efficiencies? How did they come	\$0.00
7)	Revenue over budget: Where did the excess revenue come from?	\$0.00
8)	Revenue under budget: What caused the reduction in anticipated revenue? Revenue receipts from the grants were on the basis of reimbursement of actual expenses incurred, hence lower the expenditure, lower the revenue.	(\$3,929.00)
9)	Other, please explain: Savings in expenditure were primarily due to lower utilization of the Re-Entry Budget (by as much as \$78,571). Electronic Monitoring was also utilized at a lower level than anticipated, besides miscellaneous savings in various other contractual services/equipment/supplies.	\$123,241.00
<b>Total Certified Rollover Funds by Source</b> (should match 2016 Certified Rollover amount from previous page):		<b>\$119,312.00</b>

## APPROVALS:

<b>Department Head Name</b>	<b>Date Submitted:</b>
Patricia Buechel	7/21/2017
<b>FOR ADMINISTRATION USE ONLY</b>	
County Administrator recommendation for current year use in 2017:	\$ 15,750.00
County Administrator recommendation for use in 2018 Budget:	\$ -
<b>Total Request Recommended:</b>	<b>\$ 15,750.00</b>
<b>Administrator Explanation:</b>	
Appropriate use of rollover.	

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