

REQUEST TO USE CERTIFIED ROLLOVER FUNDS

Department: Board of Elections

Fiscal Target Budgeting Unit (if other than Dept.): 1450

SUMMARY:

	Carried From Previous Years	2016 Certified Rollover	Total Available
Available Surplus Funds:	\$87,908.00	\$35,467.00	\$123,375.00
1) Funds requested for use in 2017 (must match Total Current Year Request below):			\$34,000.00
2) Funds requested for use in 2018 (to be submitted as an OTR):			\$85,338.00
3) Other requested use of funds:			\$0.00
		Total Requested	\$119,338.00
CURRENT YEAR REQUEST(S):		Remainder (available to carry forward):	\$4,037.00

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) Cover anticipated shortage in personnel account left when one employee resigned and was paid out for fringe time	1450	51000793	\$2,500.00
2) Extra hours that will need to be paid to part-time employees for summer training sessions	1450	51000075	\$2,500.00
3) Replacement server, computers, and scanner that were required for use with our updated voter management software	1450	52206	\$10,000.00
4) Costs associated with several training sessions needed for new voting machine technicians hired recently	1450	54412	\$5,000.00
5) Purchase of 5 new ergonomic standing desks, 2 desks for people using tables, and new storage cabinets for tech room	1450	52214	\$14,000.00
6)			\$0.00
7)			\$0.00
8)			\$0.00
9)			\$0.00
10)			\$0.00
		Total Current Year Request (must match Summary line #1):	\$34,000.00

FUTURE USES:

Does the Department plan to use rollover funds in future years, beyond 2018? If so, what is the plan?
Our contract with our software vendor will be up in a few years, and we would like to save some funds to cover anticipated cost increase
Is the Department in a position to return all or part of rollover to the general fund? (Please be specific)
Not at this time

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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)	<p>Grant with mismatched fiscal year: Please indicate what grant and for which years.</p> <p>Due to a very busy election year, items purchased under our HAVA grant in 2016 were not submitted for reimbursement until 2017. Some money was credited under 2016 but most will be in 2017 revenue. We did apply for and ultimately received grant money for computers and laptops purchased in 2015 in 2016 revenue.</p>	\$629.25
2)	<p>Decision to postpone an expense or activity: Which expense or activity was postponed and why?</p> <p>We budgeted for four elections in 2016 and the state primary in September was a small election for just Lansing Republicans. We saved a lot in inspector costs by only having a one town primary.</p>	\$28,809.00
3)	<p>Position(s) temporarily vacant: What positions were vacant and why?</p>	\$0.00
4)	<p>Bid price on contract lower than budgeted: What was contract for and why was it lower than budget?</p>	\$0.00
5)	<p>Funds reserved for future equipment purchase: What equipment are you anticipating purchasing?</p>	\$0.00
6)	<p>Savings resulting from new efficiencies: What were the new efficiencies? How did they come about?</p>	\$0.00
7)	<p>Revenue over budget: Where did the excess revenue come from?</p> <p>Area school districts were required to use state-certified voting machines beginning in 2016, and we assisted four new schools in their budget vote, resulting in excess revenue we had not anticipated.</p>	\$5,241.75
8)	<p>Revenue under budget: What caused the reduction in anticipated revenue?</p>	

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		\$0.00
9)	Other, please explain: Various amounts left in different expense accounts from year end cleanup.	
		\$787.00
Total Certified Rollover Funds by Source (should match 2015 Certified Rollover amount from previous page):		\$35,467.00

APPROVALS:

Department Head Name	Date Submitted:
Elizabeth Cree/Stephen Dewitt	
<i>FOR ADMINISTRATION USE ONLY</i>	
County Administrator recommendation for current year use in 2017:	\$ 34,000.00
County Administrator recommendation for use in 2018 Budget:	\$ -
Total Request Recommended:	\$ 34,000.00
Administrator Explanation:	
Recommendation regarding use of rollover in 2018 budget will depend on the specific proposed use and the overall context of the 2018 budget.	