

# REQUEST TO USE CERTIFIED ROLLOVER FUNDS

Department: Office of Human Rights

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

## SUMMARY:

	Carried From Previous Years	2016 Certified Rollover	Total Available
<b>Available Surplus Funds:</b>	\$0.00	\$18,435.00	\$18,435.00
<b>1) Funds requested for use in 2017 (must match Total Current Year Request below):</b>			\$9,635.00
<b>2) Funds requested for use in 2018 (to be submitted as an OTR):</b>			\$8,800.00
<b>3) Other requested use of funds:</b>			\$0.00
		<b>Total Requested</b>	\$18,435.00
<b>CURRENT YEAR REQUEST(S):</b>	<b>Remainder (available to carry forward):</b>		\$0.00

<b>FOR FUNDS REQUESTED IN THIS YEAR'S BUDGET, DESCRIBE THE PLANNED USE, please be specific (please attach additional information, if necessary):</b>			
Planned use of rollover:	Funct. Unit	Account No.	Dollar Amt.
1) Enforcement Effort: Law Books/Legal Database	8040	54332	\$3,000.00
2) Outreach Effort: Office of Human Rights Tabling Banner	8040	54333	\$100.00
3) Technology Package: Desktop upgrades, notebooks (2), & multimedia projector/screen	8040	52206	\$4,600.00
4) Equipment: Office Furniture	8040	52214	\$1,500.00
5) Software: Adobe Acrobat Pro DC	8040	52230	\$250.00
6) Membership: NYSBA Affiliation	8040	54416	\$185.00
7)			\$0.00
8)			\$0.00
9)			\$0.00
10)			\$0.00
	<b>Total Current Year Request (must match Summary line #1):</b>		<b>\$9,635.00</b>

## FUTURE USES:

<b>Does the Department plan to use rollover funds in future years, beyond 2018? If so, what is the plan?</b>
If made available.
<b>Is the Department in a position to return all or part of rollover to the general fund? (Please be specific)</b>
No.

## SOURCE OF FUNDS:

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**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. None.	\$0.00
2)	Decision to postpone an expense or activity: Which expense or activity was postponed and why? The 2016 Human Rights conference was post-poned to 2018 due to changes in staffing and availability of the key note speaker. Also, OHR staff was unable to attend the EEOC's annual EXCEL training conference in early 2016 because the necessary rollover funds were not made available until later in the fiscal year. Without this level of employment discrimination law training, OHR staff will be deprived of the opportunity to professionally develop and provide competent services.	\$6,800.00
3)	Position(s) temporarily vacant: What positions were vacant and why? OHR's Program and Outreach Specialist position was vacant for most of FY2016, which included more than one round of canvassing for a suitable candidate. This vacancy resulted in limited outreach opportunities and reduced program expenditures in 2016.	\$2,835.00
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? None.	\$0.00
7)	Revenue over budget: Where did the excess revenue come from? None.	\$0.00
8)	Revenue under budget: What caused the reduction in anticipated revenue? None.	\$0.00

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9)	<b>Other, please explain:</b> Request for remaining Rollover Funds will be submitted as a 2018 OTR.	
		\$8,800.00
<b>Total Certified Rollover Funds by Source</b> (should match 2015 Certified Rollover amount from previous page):		<b>\$18,435.00</b>

### APPROVALS:

<b>Department Head Name</b>	<b>Date Submitted:</b>
Karen Baer	7/21/2017
<b><i>FOR ADMINISTRATION USE ONLY</i></b>	
County Administrator recommendation for current year use in 2017:	\$ 6,635.00
County Administrator recommendation for use in 2018 Budget:	\$ -
<b>Total Request Recommended:</b>	<b>\$ 6,635.00</b>
<b>Administrator Explanation:</b>	
Request for 2017 funding is supported, with the exception of \$3,000 requested for Westlaw (Law books) that anticipates restoration of the Office's enforcement role either through an MOU with the State or a new local Human Rights Law. Until that issue is resolved, it is my opinion tha the \$3,000 request is premature.	