

REQUEST TO USE CERTIFIED ROLLOVER FUNDS

Department: Office of Human Rights

Date: 9/12/2018

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

SUMMARY:

	Carried From Previous Years	2017 Certified Rollover	Total Available
Available Surplus Funds:	\$3,000.00	\$27,143.00	\$30,143.00
1) Funds requested for use in 2018 (must match Total Current Year Request below):			\$2,860.00
2) Funds requested for use in 2019 (to be submitted as an OTR):			\$0.00
3) Other requested use of funds:			\$0.00
		Total Requested	\$2,860.00
CURRENT YEAR REQUEST(S):	Remainder (available to carry forward):		\$27,283.00

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 hardware: Laptop, docking station/monitor stand, monitor, keyboard, mouse, and monitor sound bar.	8040	52206	\$2,060.00
2) Replacement office/desk chair	8040	52214	\$800.00
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):		\$2,860.00

FUTURE USES:

Does the Department plan to use rollover funds in future years, beyond 2019? If so, what is the plan?

Yes, though not in the 2019 Budget.

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

Not at this time.

REQUEST TO USE CERTIFIED ROLLOVER FUNDS

SOURCE OF FUNDS:

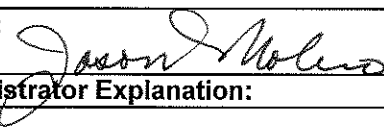
County Fiscal Policy requires that sources of unspent funds for reappropriation (Certified Rollover) "be explicitly identified for Legislature review." (Please complete this section by explaining the specific source of your department's certified rollover funds for this year in the space(s) provided 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.	
2)	Decision to postpone an expense or activity: Which expense or activity was postponed and why? Office and administrative transition caused postponement of programming with resultant savings, with large savings in Program Expense (\$16,290), Education and Promotion (\$100), Postage (\$559), Printing (\$649), Office Supplies (\$2,202), and Travel/Training (\$1,500) lines.	\$21,300.00
3)	Position(s) temporarily vacant: What positions were vacant and why?	
4)	Bid price on contract lower than budgeted: What was contract for and why was it lower than budget? Equipment rental less than budgeted.	\$140.00
5)	Funds reserved for future equipment purchase: What equipment are you anticipating purchasing? Budgeted computer equipment and software purchases postponed, resulting in \$4,850 savings	\$4,850.00
6)	Savings resulting from new efficiencies: What were the new efficiencies? How did they come about?	
7)	Revenue over budget: Where did the excess revenue come from?	
8)	Revenue under budget: What caused the reduction in anticipated revenue?	

REQUEST TO USE CERTIFIED ROLLOVER FUNDS

9)	Other, please explain: Additional unspent funds remained at the end of the year: Food (\$377), Local Mileage (\$50), Membership Dues (\$185), and Telephone (\$241).	
		\$853.00
Total Certified Rollover Funds by Source (should match 2015 Certified Rollover amount from previous page):		\$27,143.00

APPROVALS:

Department Head Name	Date Submitted:
Kenneth Clarke	9/11/2018
FOR ADMINISTRATION USE ONLY	
County Administrator recommendation for current year use in 2018:	\$ 2860 -
County Administrator recommendation for use in 2019 Budget:	\$ -
Signed: 	Total Request Recommended: \$ 2860 -
Administrator Explanation:	