

GASTON COUNTY BUDGET CHANGE REQUEST

TO: Earl Mathers COUNTY MANAGER

FROM: 4180 Register of Deeds

Dept. # _____ Department Name _____
Sumner Lockridge 8-4-2016
 Department Director's Signature _____ Date _____

TYPE OF REQUEST:

- Line Item Transfer Within Department & Fund Line Item Transfer Between Funds *
- Project Transfer Within Department & Fund Additional Appropriation of Funds *
- Line Item Transfer Between Departments* * Requires resolution by the Board of Commissioners

Resolution # _____ Date _____

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER <small>Fund - Dept - Subdept - Div - Acct - Subacct</small> <small>xx - xxxx - xxxx - xxxx - xxx - xxx</small>	PROJECT SUBPROJECT <small>xxxxx - xxxx</small>	AMOUNT Whole Dollars Only (See Note Below)
Reserved Fund Balance for Register of Deeds Automation Fund	40-9900-991-500		(\$45,000)
Transfer to General Fund	40-9800-980-010		\$45,000
Transfer from Capital Improvements	10-9800-980-540		(\$45,000)
Special Programs	10-4180-298-000	17011-0001	\$45,000

JUSTIFICATION FOR REQUEST:

To appropriate \$45,000 from Register of Deeds Automation Preservation Fund (NCGS 161-11.3) to pay for a down payment for new vendor hardware. With the payment of this down payment it will lower the monthly payments for our system.

APPROVAL SIGNATURES:

 County Manager/Interim Assistant County Manager Date

 Financial Operations Manager/Asst. Financial Operations Mgr. Date

 Interim Budget Administrator Date

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.