GASTON COUNTY
BUDGET CHANGE REQUEST (BCR)

TO: Matthew Rhoten, County Manager

FROM:

ROD	Register of Deeds
Dept. Code	Department Name

Jonathan Fletcher	3/4/26
Department Director	Date

REQUEST TYPE:

- ☐ Line-Item Transfer Within Department & Fund
- ☐ Project Transfer Within Department & Fund
- ☐ Line-Item Transfer Between Departments
- ☐ Line-Item Transfer Between Funds*
- ☑ Additional Appropriation of Funds*

*Requires resolution by the Board of Commissioners

ACCOUNT DESCRIPTION As it appears in Munis Ex. Employee Training	ACCOUNT NUMBER Fund-Dept-Div-SubDiv-Prog-SubProg-Future-Obj-Proj XXXX-XXX-XXX-XXXXX-XXXXXX-XXXXXXX-XXXX-XX-XXXXXX-XXXXX Ex. 1000-BGT-000-00000-000000-0000000-0000-01-520011-	AMOUNT** Ex. ($5,000.00) Ex. $5,000.00
Fund Balance Appropriated	1000-NDP-000-00000-FBApro-0000000-0000-99-490000-	$ (134,360.00)
Salaries (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510001-	$ 87,168.00
FICA (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510100-	$ 6,668.00
Retirement (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510101-	$ 13,040.00
401K Contribution (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510102-	$ 4,359.00
Health Insurance (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510103-	$ 19,000.00
Dental Insurance (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510104-	$ 375.00
Life Insurance (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-510105-	$ 250.00
Furn/Equip<$5K (Automtn Fds)	1000-ROD-000-00000-AutoFd-0000000-0000-01-520020-	$ 3,500.00
		$ -

** Decreases in expenditures and increases in revenue accounts require brackets. Increases in expenditures and decreases in revenue do not require brackets. Please note that transfers between funds require inter-fund transfer accounts.

JUSTIFICATION FOR REQUEST:

This BA and BCR appropriates restricted Automation Fund (Register of Deeds) fund balance for a new FT position that will be dedicated to digitization/preservation projects. These are the estimated amounts for FY26 (pro-rated for 3 months) and FY27; remaining funds will be carried forward at the end of FY26. The FY27 amounts are subject to change depending on final retirement and health insurance contributions and any salary adjustments based on the County's pay plan, COLA, etc.