

GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4265 Public Works - Courthouse Parking
Dept. # Department Name

Ray Maxwell P.E. 3/20/2020
Department Director's Name 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

ACCOUNT DESCRIPTION (As it appears in the budget)	ACCOUNT NUMBER	AMOUNT
	Fund - Function - Dept - Division - Object -Project	Whole Dollars Only
	xxx - xx - xxxx - xxxx - xxxxx - xxxxxx	(See Note Below)
Fund Balance Appropriated	027-99-9900-0000-490000	(3,700)
Other Services	027-01-4265-4260-530015	3,700

JUSTIFICATION FOR REQUEST:

Gaston County utilizes the services of Passport Labs, Inc. as a gateway payment provider for patrons of the judicial campus parking lot. Passport Labs, Inc. hosts a mobile app that allows those utilizing the lot to pay for parking. In addition, Passport Labs hosts a website to process and collects payment for parking violations issued in the Gaston County judicial campus lot. Passport Labs, Inc. invoices Gaston County on a monthly basis for gateway and processing fees for all transactions occurring on the mobile app and citation payment website.

At the direction of the Finance Department, Gaston County Public Works has previously processed all payments to Passport Labs, Inc. utilizing a balance sheet account. It has now been determined that the monthly processing fees due should be paid from an expense account. Gaston County Finance Department has created a new account, Other Services, in which future fees for Passport Labs, Inc. will be applied. Funding from the current budget in the amount of \$3,125.00 has been transferred into the Other Services account to cover processing fees due for the remainder of the fiscal year. Gaston County Finance is also requesting that additional funds be transferred into the Other Services account to cover processing fees previously paid in FY 20. Since there are insufficient funds available in the current budget to cover retroactive payments, approval of this Board Action and Budget Change Request will appropriate \$3,700.00 from the Courthouse Parking Fund Balance necessary to cover all FY 20 expenditures. A line item has been added to the FY 21 budget to cover future processing fees submitting by the gateway provider.

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.