

Information Technology  
Support Services Committee Meeting  
September 27, 2016  
Information Submitted by: Michael Colvin

Action Agenda/New Business

**Request Resolution:** Transfer \$4,700 from Computer Reserve Fund to:

A6010.220.1	Laptop for Social Services	\$900
A1430.220.1	Laptop for Civil Service	\$900
A1680.220.1	Spare monitors (as needed)	\$2,000
A1681.220.1	1 PC for Telecommunications	\$500
A3640.220.1	Two 23" monitors for OES	\$400

**Rationale:** Funds were set aside for these anticipated purchases.

**Request Resolution:** Transfer \$20,000 from salaries to A1680.470 for custom programming.

**Rationale:** The need to fix the tax collection system combined with the open programming position has put our programming task behind. Contracting out the tax system will speed up development. Using the unused salary from the open programming position keeps the expense budget neutral.

**Budget Review:**

Budget decrease of \$5k from last year and decrease of \$100k from 2015. 2015 decrease due to eliminating position and not spending money on maintenance contracts. Money used on maintenance contracts is put into reserve fund to provide funding if something does break but is

Revenue is unchanged from budgeted amounts; however those amounts have not been realized when checking the last 5 years. A change in billing for Social Services will increase revenue by \$30k and we should exceed budgeted revenue.

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

**TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

**DEPARTMENT NAME:**Information Technology

**SIGNED:** Michael Colvin

**DATE:** September 27, 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.895.00	Computer Reserve Fund	A6010.220.1	Office Equipment Reserve	\$900
A.895.00	Computer Reserve Fund	A1430.220.1	Office Equipment Reserve	\$900
A.895.00	Computer Reserve Fund	A1680.220.1	Office Equipment Reserve	\$2,000
A.895.00	Computer Reserve Fund	A1681.220.1	Office Equipment Reserve	\$500
A.895.00	Computer Reserve Fund	A3640.220.1	Office Equipment Reserve	\$400
A.1680.110	Salaries	A1680.470	Contracts	\$20,000

**Please state reason for transfers requested:** Anticipated Equipment Purchases and Custom Programming Needs.

**CONTINGENT FUND TRANSFER REQUESTS**

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

**Please state reason for transfer request:**

**Please file original request with Clerk of the Board and retain copy for your records.**