

Issue Analysis Form



Date: August 13, 2019
Re-Appropriation –
Outstanding June 30, 2019
Encumbrances / Purchase
Item: Orders
Lead Department(s): County Finance
Contact Person(s): Betsy Drewry

Description and Current Status

With the end of fiscal year 2018-2019 and the beginning of fiscal year 2019-2020, there are several open obligated purchase orders from the FY2018-19 budget that need to be re-appropriated from FY2018-19 to FY2019-20 to insure proper accounting and honor outstanding obligations.

There are several encumbrances / purchase orders that were outstanding as of June 30, 2019. Open year-end purchase orders typically result from vendors performing project work over multiple months, projects that span two (or more) fiscal years, or lengthy delivery times for ordered items. A listing of FY2019 outstanding purchase orders is attached (**ATTACHMENT A**). The listing provides the purchase order number, vendor, description, department, fund description and the amount of open obligation. **Three school purchase orders** are included in this year's request (see **ATTACHMENT B**). Attachment A summarizes the amounts to be re-appropriated by fund as follows:

BY FUND	AMOUNT
GENERAL (0100)	179,818.19 16.08%
STORMWATER (0220)	37,432.00 3.35%
CIP FUND (0311)	329,699.05 29.48%
SCHOOL OPER (0500)	147,689.00 13.21%
UTILITY CAPITAL (0620)	423,756.04 37.89%
TOTAL	1,118,394.28

School Purchase Orders total \$147,689 and are contained within the School Operating Fund (0500).

Board Action Requested:

Approve re-appropriation of Fund Balance to FY2019-20 for purchase order obligations outstanding at June 30, 2019. The total re-appropriation is \$1,118,394.28. The General Fund portion is \$179,818.19.

A draft resolution for budget amendment / appropriation is attached for Board consideration.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

Appropriation of fund balance totaling \$1,118,394.28 (FY2018 was \$548,899.78)

General Fund Portion is \$179,818.19 (FY2018 was \$97,275.07)

County Impact

Action makes available from fund balance resources to honor purchase order obligations outstanding on June 30, 2019.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13th day of August, 2019:

Present:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-2

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; RE-APPROPRIATION (\$1,118,394.28 OUSTANDING
JUNE 30, 2019 ENCUMBRANCES / PURCHASE ORDERS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of August, 2019, does hereby authorize the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

See page 2

FUND/ORGANIZATION

AMOUNT

EXPENDITURES		
0100-01-002-0405-00000-000-000-000-43101	INFO TECH PROFESSIONAL SER	6,050.00
0100-01-002-0405-00000-000-000-000-43320	INFO TECH MAINTENANCE SVS CON	100.00
0100-01-002-0405-00000-000-000-000-46115	FORT LEE 911 SYTEM	5,425.00
0100-01-002-0405-00000-000-000-000-48104	INFO TECSOFTWARE & AGREE - REP	2,560.00
0100-01-002-0502-00000-000-000-000-46043	GARAGE TOOLS & EQUIPMENT	2,549.53
0100-01-002-0502-00000-000-000-000-48101	GARAGE MACH & EQUIP - REPLACEM	15,298.63
0100-02-010-0202-00000-000-000-000-48102	CLRK OF CRT FURNITURE & FIXTUR	10,620.00
0100-03-100-0601-00000-000-000-000-46009	POLICE DEPT VEHICLE & EQUIP. S	5,995.00
0100-03-100-0601-00000-000-000-000-48101	POLICE DEPT MACH & EQUIP - REP	40,737.00
0100-03-100-0601-00000-000-000-000-48104	POLICE DEPTSOFTWARE & AGREEMNT	3,820.00
0100-03-100-0601-00000-000-000-000-48105	POLICE DEPT VEHICLES-REPLACE	9,980.46
0100-03-100-0603-00000-000-000-000-48103	ECC COMMUNICATION EQUIP	10,825.00
0100-03-100-0603-00000-000-000-000-48107	ECC INFO TECH EQUIPMENT	31,204.00
0100-03-200-0607-00000-000-000-000-46066	BVFD FIRE TURNOUT GEAR	11,770.08
0100-03-200-0608-00000-000-000-000-46066	JPVFD FIRE TURNOUT GEAR	10,250.08
0100-03-200-0614-00000-000-000-000-45641	LOCAL FOUR FOR LIFE	3,598.41
0100-03-200-0617-00000-000-000-000-48102	CO7 FURN & FIXTURES - REPLACE	3,680.00
0100-05-113-0701-00000-000-000-000-48107	SS ADMIN INFO TECH EQUIPMENT	5,355.00
0220-04-104-2122-00000-000-000-000-43101	BIRCHETT ESTATES PROF SERVICES	19,912.00
0220-04-104-2124-00000-000-000-000-43101	SW CDRCRK R2 PROF SVCS	3,980.00
0220-04-104-2125-00000-000-000-000-43101	SW CDRCRK REACH 5 PROF SVCS	13,540.00
0311-01-001-3181-00000-000-000-000-48130	CO BLDG ENTRANCE UPGRADES	38,338.80
0311-01-002-3182-00000-000-000-000-48204	ASSESSOR SOFTWARE REPL	88,296.41
0311-03-400-3173-00000-000-000-000-48204	CDCC SOFTWARE REPLACEMENT	45,516.59
0311-03-500-3135-00000-000-000-000-48201	CAPITAL IN-CAR CAMERAS (BODY W	56,500.00
0311-04-104-3179-00000-000-000-000-48405	CIP UTIL RT 156 WATER EXTENSIO	40,507.50
0311-04-104-3180-00000-000-000-000-48406	CIP UTIL FOOD LION WATER UPGRD	60,539.75
0500-06-208-6010-66200-000-900-000-48105	C/O VEHICLE REPLACEMENT	147,689.00
0620-04-104-7016-00000-000-000-000-48406	UTIL WATER FACILITY IMPR	57,545.00
0620-04-104-7016-00000-000-000-000-48407	UTIL SEWR PUMP STAT REHAB/REPL	336,697.04
0620-04-104-7016-00000-000-000-000-48408	WATER TREATMENT PLANT ANALYSIS	29,514.00
	TOTAL	1,118,394.28
REVENUES		
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND FUND BALANCE	179,818.19
0220-40-900-8208-00000-000-000-000-399999	STORMWATER FUND BALANCE	37,432.00
0311-40-900-8208-00000-000-000-000-399999	CIP FUND BALANCE	329,699.05
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND FUND BALANCE [FOR SCHOOLS]*	147,689.00
0620-40-900-8208-00000-000-000-000-399999	UTILITY CAPITAL FUND BALANCE	423,756.04
	TOTAL	1,118,394.28
*SCHOOL FUNDS REVERT TO GENERAL FUND AT YEAR-END		

A Copy Teste:

Percy C. Ashcraft
County Administrator

ATTACHMENT A

COUNTY OF PRINCE GEORGE
PURCHASE ORDERS / ENCUMBRANCES OPEN AT JUNE 30, 2019

#	PO#	VENDOR NAME	PURCHASE DESCRIPTION	AMOUNT OPEN AT 6/30/19	DEPARTMENT
1	20190028	UNITY BUSINESS	LASERFICHE UPGRADE - DSS	5,355.00	SOCIAL SERVICES
2	20190029	TYLER TECHNOLOG	ENERGOV SOFTWARE IMPLEMENTATION (CDCC)	24,206.59	CIP - CDCC SOFTWARE
3	20190049	SUPERION LLC	ONE SOLUTION SOFTWARE ENHANCEMENT (ACCIDENT ADD ON)	3,820.00	POLICE
4	20190065	VISION GOVERNME	VISION SOFTWARE IMPLEMENTATION (ASSESSOR)	88,296.41	CIP - ASSESSOR SOFTWARE
5	20190079	DEWBERRY ENGINE	UTILITY PROJECT - RT 156 WATER EXTENSION	40,507.50	CIP - UTILITY RT156 WATER
6	20190080	DEWBERRY ENGINE	UTILITY PROJECT - FOOD LION/RT 460 WATER	50,467.50	CIP - FOODLION/RT 460
7	20190081	DEWBERRY ENGINE	UTILITY PROJECT - FOOD LION/RT 460 WATER	10,072.25	CIP - FOODLION/RT 460
8	20190089	DEWBERRY ENGINE	WATER TREATMENT PLANT PERMITTING	29,514.00	UTILITIES - CAPITAL
9	20190093	TIMMONS GROUP	STREAM RESTORATION BIRCHETT ESTATES WORK	19,912.00	STORMWATER BIRCHETT
10	20190094	TIMMONS GROUP	STREAM RESOTRATION CEDAR CREEK REACH 2	3,980.00	STORMWATER CC REACH 2
11	20190095	TIMMONS GROUP	STREAM RESOTRATION CEDAR CREEK REACH 5	11,825.00	STORMWATER CC REACH 5
12	20190107	APCO INTERNATIO	EDM PROGRAM - TRAIN THE TRAINER	3,598.41	FIRE/EMS FOUR FOR LIFE GRANT
13	20190142	WEST SAFETY SOL	TEXT TO 9-1-1 TCC SERVICES - ONE YEAR	10,825.00	ECC
14	20190166	DOMINION LOCK A	CO ADMIN DOOR ENTRANCE UPGRADES	38,338.80	CIP - CO ADMIN ENTRANCES
15	20190171	BLUE RIDGE RESC	TURNOUT GEAR - BURROWSVILLE (4 SETS)	11,770.08	BURROWSVILLE VFD
16	20190194	TIMMONS GROUP	STREAM RESOTRATION CEDAR CREEK REACH 5	1,715.00	STORMWATER CC REACH 5
17	20190220	SLAIT CONSULTIN	IT CONTRACTED SERVICES ADMIN BLDG - JUNIPER	1,050.00	INFO TECHNOLOGY
17	20190220	SLAIT CONSULTIN	IT CONTRACTED SERVICES FORT LEE PROJECT	5,425.00	INFO TECHNOLOGY
18	20190223	TYLER TECHNOLOG	MUNIS SERVER UPDATE	5,000.00	INFO TECHNOLOGY
18	20190223	TYLER TECHNOLOG	MUNIS SERVER UPDATE	100.00	INFO TECHNOLOGY
19	20190227	WW ASSOCIATES I	JORDAN ON JAMES WATER SYSTEM (GREENS/FILTER REPL)	11,250.00	UTILITIES - CAPITAL
20	20190228	WW ASSOCIATES I	WATERLINE CHECK VALVE VAULT JOHNSON ROAD - DESIGN	1,375.00	UTILITIES - CAPITAL
21	20190251	TYLER TECHNOLOG	MUNIS CONTRACT MANAGEMENT MODULE IMPLEMENTATION	0.00	INFO TECHNOLOGY/FINANCE
21	20190251	TYLER TECHNOLOG	MUNIS CONTRACT MANAGEMENT MODULE IMPLEMENTATION	2,560.00	INFO TECHNOLOGY/FINANCE
22	20190262	DELTA SYSTEMS E	HATCH FLOW METER INSTALLATION	2,945.00	UTILITIES - CAPITAL
23	20190275	CAROLINA FITNES	GYM EQUIPMENT STATION 7	3,680.00	STATION 7
24	20190277	WW ASSOCIATES I	CCTV INSPECTION SERVICES PETERSBURG S & CH PUMP STATIONS	147,500.00	UTILITIES - CAPITAL
25	20190278	WW ASSOCIATES I	CCTV INSPECTION SERVICES PETERSBURG S & CH PUMP STATIONS	137,500.00	UTILITIES - CAPITAL
26	20190279	DORSETT TECHNOL	SCADA FOR PS 19, 21, 24	48,752.04	UTILITIES - CAPITAL
27	20190281	BROOKBINDERS LT	HIGH DENSITY FILING SYSTEM	10,620.00	CLERK OF CIRCUIT COURT
28	20190286	EAST COAST EMER	EQUIPMENT FOR POLICE CARS	5,995.00	POLICE
29	20190302	DORSETT TECHNOL	SCADA RICHARD BLAND TANK	7,325.00	UTILITIES - CAPITAL
30	20190303	AXON ENTERPRISE	POLICE IN CAR CAMERAS	40,737.00	POLICE
30	20190303	AXON ENTERPRISE	POLICE IN CAR CAMERAS	56,500.00	CIP - POLICE IN CAR CAMERAS
31	20190305	EAST COAST EMER	EQUIPMENT FOR POLICE CARS	9,980.46	POLICE
32	20190310	TYLER TECHNOLOG	ENERGOV SOFTWARE IMPLEMENTATION (CDCC)	21,310.00	CIP - CDCC SOFTWARE
33	20190312	KEYPER SYSTEMS	ELECTRONIC KEY SYSTEM	15,298.63	GARAGE
34	20190314	CUMMINS SALES A	INSIGHT LITE SOFTWARE	2,549.53	GARAGE
35	20190316	POWERBILT STEEL	BEECHWOOD MANOR TEMPORARY ROOF	37,595.00	UTILITIES - CAPITAL
36	20190250	BLUE RIDGE RESC	TURNOUT GEAR - COMPANY 5 (4 SETS)	10,250.08	FIRE/EMS
37	20190390	RUDY L HAWKINS ELECTRICAL CONTRACTOR	REPLACEMENT OF UPS ON TOWERS (ECC & CARSON)	31,204.00	ECC
38	A2671	BASIC AUTO SALES	SPECIAL EDUCATION TRANSPORTATION VAN	20,533.00	SCHOOL
39	A2672	BASIC AUTO SALES	MAINTENANCE WORK TRUCK	24,391.00	SCHOOL
40	17349	BASIC AUTO SALES	SPECIAL EDUCATION TRANSPORTATION VANS (5)	102,765.00	SCHOOL
				1,118,394.28	
			BY FUND	AMOUNT	
			GENERAL (0100)	179,818.19	16.08%
			STORMWATER (0220)	37,432.00	3.35%
			CIP FUND (0311)	329,699.05	29.48%
			SCHOOL OPER (0500)	147,689.00	13.21%
			UTILITY CAPITAL (0620)	423,756.04	37.89%
			TOTAL	1,118,394.28	



Prince George County Public Schools

A Commitment To Quality Education

July 18, 2019

To: Betsy Drewry, Deputy County Administrator, Finance, Prince George County

From: Dr. Lisa Pennycuff, Superintendent, Prince George County Public Schools (LP)

Re: Supplemental Appropriation to FY20 for FY19 Purchase Orders

The Prince George County School Division makes a conscientious effort to avoid rolling purchase orders from one fiscal year to the next. However, on June 30, 2019, we had three purchase orders remaining for vehicles that were expected to be delivered and titled prior to June 30th. The vendor did not deliver the vehicles nor the titles prior to that date. The information for each of these is listed in the table below, and copies of the actual purchase orders are attached.

P O #	P O Date	Vendor	Amount	Comment	Fund
A2671	06/25/19	Basic Auto Sales	\$ 20,533	Special Education Transport Van	0500
A2672	06/25/19	Basic Auto Sales	\$ 24,391	Maintenance Work Truck	0500
17349	04/24/19	Basic Auto Sales	\$102,765	5 Special Education Transport Vans	0500

Our end-of-year balance in Fund 0500 is adequate to cover these expenses. Please include our three rolled purchase orders for the requisite re-appropriation when you present the County's rolled purchase orders to the Prince George County Board of Supervisors.

Thank you for your assistance with this request. Please let us know if there are any additional steps that we need to take to request that the Prince George County Board of Supervisors approve this revision to the FY2020 School Board Budget.

OFFICE OF THE SUPERINTENDENT

POST OFFICE BOX 400 • PRINCE GEORGE, VIRGINIA 23875 • (804) 733-2700 • FAX (804) 861-5271

472044

INVOICE IN
TRIPPLICATE TO

PRINCE GEORGE COUNTY SCHOOL BOARD

No. A 2671

P.O. BOX 400

PRINCE GEORGE, VIRGINIA 23075

PHONE (804) 733-2700

THIS NUMBER MUST APPEAR
ON ALL CORRESPONDENCE,
SHIPPING LABELS, INVOICES, ETC.

This purchase order is contingent on the fact that you as a Vendor do not discriminate on the basis of sex or race.

TO Basic Auto Sales
Attn: David Kube

S
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I
P
T
O

Bus Garage
7804 Laurel Spring Rd
Prince George VA 23875
Attn: Jeff Darby

Quantity		Description/Stock Number	Price	Amount
ORDERED	RECEIVED			
1		2019 Dodge Grand Caravan SXT Wagon Odometer: 19k-23k	\$20,553	\$20,533
*Delivered & invoiced by June 30, 2019				

REQUISITIONED BY Mary Barber

PURCHASE AUTHORIZED BY Chris Perry

47204*

INVOICE IN
TRIPPLICATE TO

PRINCE GEORGE COUNTY SCHOOL BOARD

No. A 2672

P.O. BOX 400
PRINCE GEORGE, VIRGINIA 23875
PHONE. (804) 733-2700

THIS NUMBER MUST APPEAR
ON ALL CORRESPONDENCE,
SHIPPING LABELS, INVOICES, ETC.

This purchase order is contingent on the fact that you as a Vendor do not discriminate on the basis of sex or race.

TO Basic Auto Sales
Attn: David Kube

SHIP TO

Prince George County Schools
6410 Courts Dr.
Prince George, VA 23875

DATE	DATE RECEIVED	TERMS	F.O.B.	Quantity	Description/Stock Number	Price	Amount
6/25/19	6/30/19			1	2018 GMC Sierra 1500 Base. Regular Cab Truck per quote	\$24,391	\$24,391
* must be delivered & invoiced by 6/30/19							

REQUISITIONED BY [Signature]

PURCHASE AUTHORIZED BY [Signature]

VG 405-110938-L W-219142

INVOICE IN
ENCLOSURE TO

PRINCE GEORGE COUNTY SCHOOL BOARD

No. 17349

PO BOX 400

PRINCE GEORGE, VIRGINIA 23075

PHONE (804) 733-2700

THIS NUMBER MUST APPEAR
ON ALL CORRESPONDENCE,
SHIPPING LABELS, INVOICES, ETC.

This purchase order is contingent on the fact that you as a Vendor do not discriminate on the basis of sex or race.

TO
Basic Auto Sales
Attn: David Kube

SHIP
TO

Bus Garage
7804 Laurel Spring Road
Prince George, VA 23875
Attn: Jeff Darby

DATE	DATE REQUIRED	TERMS	P. O. NO.	Quantity	Description/Stock Number	Price	Amount
ORDERED	RECEIVED						
4/24/19				5	2019 Dodge Grand Caravan SXT Wagon Odometer: 19K-23K	\$20,553	\$102,765
* Delivered and invoiced by June 30, 2019							

REQUISITIONED BY *[Signature]*

PURCHASE AUTHORIZED BY *[Signature]*

[Handwritten mark]