



**COUNTY OF PRINCE GEORGE**  
**Finance Department**  
**P.O. Box 68**  
**Prince George, VA 23875**  
**Phone (804) 722-8710 Fax (804) 732-1966**

*Betsy Drewry*  
 Director of Finance

August 1, 2016

To: Mr. Percy Ashcraft  
 County Administrator

From: Betsy Drewry, Director of Finance *Betsy*

Re: Re-appropriation of Obligated FY 2015-16 funds to FY 2016-17 [UPDATED]

With the end of fiscal year 2016 and the beginning of fiscal year 2017, there are several open obligated purchase orders from the FY2015-16 budget that need to be re-appropriated from FY2016 to FY2017 to ensure proper accounting and meet statutory requirements.

- Unpaid Encumbrances** - There are several encumbrances/purchase orders that are outstanding as of June 30 for FY2016. 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 items ordered. A listing of 23 outstanding purchase orders is attached. The listing provides the purchase order number, vendor, description, account code, department, fund description and amount of open obligation.

**Summary of Amounts to be Re-appropriated:**

<b>EXPENDITURES</b>		
0100-01-001-0100-00000-000-000-000-48107	BOS INFO TECH EQUIPMENT REPLACEM	8,422.00
0100-01-002-0403-00000-000-000-000-48101	INFO TECHNOLOGY MACH & EQUIP REP	5,460.27
0100-03-100-0601-00000-000-000-000-46010	POLICE DEPARTMENT SUPPLIES	6,686.25
0100-03-200-0604-00000-000-000-000-46011	PG FIRE UNIFORM/APPAREL	2,392.75
0100-03-200-0605-00000-000-000-000-48248	DISPUTANTA FIRE PROGRAM FUNDS	14,746.50
0100-03-200-0607-00000-000-000-000-46011	BURROWSVILLE FIRE UNIFORM/APPAREL	2,392.75
0100-03-200-0608-00000-000-000-000-46011	JEFFERSON PARK FIRE UNIFORM/APPAREL	12,730.50
0100-03-200-0608-00000-000-000-000-48248	JEFFERSON PARK FIRE PROGRAM FUNDS	8,804.25
0220-04-104-2122-00000-000-000-000-43101	STRM WATER BIRCHETT EST PROF SERV	67,518.00
0220-04-104-2123-00000-000-000-000-43101	STRM WATER CEDAR CREEK PROF SERV	106,065.28
0311-01-002-3101-00000-000-000-000-43101-3101	CAPITAL BROADBAND IMPLEMENTATIO	20,712.90
0311-03-200-3143-00000-000-000-000-48130	CAPITAL BURROWSVILLE IMPR TO SITE	23,171.00
0311-07-211-3136-00000-000-000-000-48240	CAPITAL P&R COMM CTR PARKING LOT	11,637.38
0600-04-104-7000-00000-000-000-000-43101	UTILITIES MAINT PROF SERVICES	8,103.00
0600-04-104-7010-00000-000-000-000-43311	WTR CEDR CONTRACT FEES/ADMIN	3,850.00
0620-04-104-7003-00000-000-000-000-43101	UTIL CAPITAL PROFESSIONAL SERVICES	17,790.00
0620-04-104-7014-00000-000-000-000-48201	UTIL CAPITAL MACH & EQUIPMENT	52,823.05
0620-04-104-7014-00000-000-000-000-48401	UTIL CAPITAL SEWER REHAB/PTRSBURG	943,203.66
		<b>1,316,509.54</b>
<b>REVENUES</b>		
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND USE OF FUND BALANCE	61,635.27
0220-40-900-8208-00000-000-000-000-399999	STORM WATER FUND USE OF FUND BAL	173,583.28
0311-40-900-8208-00000-000-000-000-399999	CAPITAL FUND USE OF FUND BALANCE	55,521.28
0600-40-900-8208-00000-000-000-000-399999	UTILITY FUND USE OF FUND BALANCE	1,025,769.71
		<b>1,316,509.54</b>

Re-appropriations for state and federal grants and donations will be forwarded at a later time following the final posting of invoices to "Period 13" for FY2016.

Please see attached purchase order listing for more details.

I am available at your convenience should you require additional information.

COUNTY OF PRINCE GEORGE  
LISTING OF OUTSTANDING PURCHASE ORDERS / ENCUMBRANCES AT JUNE 30, 2016

ITEM #	PO #	VENDOR NAME	DESCRIPTION	ACCOUNT CODE	FUND	DEPARTMENT	OPEN BALANCE AT 6/30/2016
1	20160164	S3 INTEGRATION	COUNTY ADMIN BLDG CARD SYS ADD	0100-01-002-0403-00000-000-000-000-48101	GENERAL	INFO TECHNOLOGY	5,460.27
2	20160167	BLUE RIDGE RESCUE SUPPLIERS	TURNOUT GEAR (6 SETS), CO 2 DISPUTANTA	0100-03-200-0605-00000-000-000-000-48248	GENERAL	FIRE/EMS CO 2 - DISPUTANTA	14,746.50
3	20160174	BLUE RIDGE RESCUE SUPPLIERS	TURNOUT GEAR (9 SETS), CO 5	0100-03-200-0608-00000-000-000-000-46011	GENERAL	FIRE/EMS CO 5 - JEFFERSON PARK	12,730.50
4	20160174	BLUE RIDGE RESCUE SUPPLIERS	TURNOUT GEAR (9 SETS), CO 5	0100-03-200-0608-00000-000-000-000-48248	GENERAL	FIRE/EMS CO 5 - JEFFERSON PARK	8,804.25
5	20160184	BLUE RIDGE RESCUE SUPPLIERS	TURNOUT GEAR (1 SET), CO 1	0100-03-200-0604-00000-000-000-000-46011	GENERAL	FIRE/EMS CO 1 - PRINCE GEORGE	2,392.75
6	20160186	BLUE RIDGE RESCUE SUPPLIERS	TURNOUT GEAR (1 SET), CO 4	0100-03-200-0607-00000-000-000-000-46011	GENERAL	FIRE/EMS CO 4 - BURROWSVILLE	2,392.75
7	20160209	VALLEY OFFICE MACHINES	REPLACEMENT, BOARD ROOM RECORDER	0100-01-001-1000-00000-000-000-000-48107	GENERAL	BOARD OF SUPERVISORS	8,422.00
8	06-1616*	TESSCO INCORPORATED	GETAC LAPTOP	0100-03-100-0601-00000-000-000-000-46010	GENERAL	POLICE DEPARTMENT	3,587.15
9	06-2016*	KUSTOM SIGNALS, INC.	RAPTOR RP-1 RADAR (NEW SRO)	0100-03-100-0601-00000-000-000-000-46010	GENERAL	POLICE DEPARTMENT	1,645.00
10	06-2116*	SOUTHERN POLICE EQUIPM	S&W M&P PATROL RIFLE (NEW SRO)	0100-03-100-0601-00000-000-000-000-46010	GENERAL	POLICE DEPARTMENT	404.10
11	20160156	TIMMONS GROUP	STREAM RESTORATION DESIGN BIRCHETT ESTATES	0220-04-104-2122-00000-000-000-000-43101	STORM WATER	STORM WATER	67,518.00
12	20160157	TIMMONS GROUP	STREAM RESTORATION DESIGN CEDAR CREEK	0220-04-104-2123-00000-000-000-000-43101	STORM WATER	STORM WATER	53,203.08
13	20160158	TIMMONS GROUP	STREAM RESTORATION DESIGN CEDAR CREEK	0220-04-104-2123-00000-000-000-000-43101	STORM WATER	STORM WATER	52,862.20
14	20160052	BOWMAN CONSULTING	SURVEYING, ENVIRONMENTAL, ENG (COMM CENTER PARKING LOT)	0311-07-211-3136-00000-000-000-000-48240	CAPITAL	CAPITAL - PARKING LOTS; COMM CENTER & CWC	11,637.38
15	20160078	DESIGN NINE INC	WIRELESS BROADBAND ARCHITECT	0311-01-002-3101-00000-000-000-000-43101	CAPITAL	CAPITAL - WIRELESS BROADBAND	20,712.90
16	20160192	BAY DIESEL & GENERATOR	GENERATOR, BURROWSVILLE	0311-03-200-3143-00000-000-000-000-48130	CAPITAL	CAPITAL - BURROWSVILLE	23,171.00
17	20150043	BOWMAN CONSULTING	SEWER PUMP STATION 1 (FY15 CARRYFORWARD)	0620-04-104-7014-00000-000-000-000-48201	UTILITY - CAPITAL	UTILITY - CAPITAL	1,500.00
18	20150169	TIMMONS GROUP	BAXTER SEWER REHAB PROJECT (FY15 CARRYFORWARD)	0620-04-104-7014-00000-000-000-000-48401	UTILITY - CAPITAL	UTILITY - CAPITAL	28,260.25
19	20160138	DORSETT TECHNOLOGY	SCADA - CENTRAL SYSTEM	0620-04-104-7014-00000-000-000-000-48201	UTILITY - CAPITAL	UTILITY - CAPITAL	51,323.05
20	20160146	INSITUFORM	UPPER BLACKWATER SEWER REHAB	0620-04-104-7014-00000-000-000-000-48401	UTILITY - CAPITAL	UTILITY - CAPITAL	914,943.41
21	20160155	CARL BROWN CONSTRUCTION	WATER & SEWER RATE ANALYSIS UPDATE	0600-04-104-7000-00000-000-000-000-43101	UTILITY - OPERATING	UTILITY - OPERATING	8,103.00
22	20160199	GENTRY WELL WORKS	WELL PUMP INSTALLATION CEDAR	0600-04-104-7010-00000-000-000-000-43311	UTILITY - OPERATING	UTILITY - OPERATING	3,850.00
23	20160203	BOWMAN CONSULTING	ECONOMIC EVALUATION; WATER S	0620-04-104-7003-00000-000-000-000-43101	UTILITY - CAPITAL	UTILITY - CAPITAL	17,790.00
<b>GRAND TOTAL</b>							<b>1,316,509.54</b>

\*INTERNAL POLICE DEPT PURCHASE ORDERS

**TOTAL BY FUND**  
 GENERAL 61,635.27  
 STORM WATER 173,583.28  
 CAPITAL 55,521.28  
 UTILITY OPERATING 11,953.00  
 UTILITY CAPITAL 1,013,816.71  
**GRAND TOTAL 1,316,509.54**

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 9<sup>th</sup> day of August, 2016:

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Present:

William A. Robertson, Jr., Chairman  
Jerry J. Skalsky, Vice-Chairman  
Alan R. Carmichael  
Donald R. Hunter  
T. J. Webb

Vote:

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A-4

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

RESOLUTION; RE-APPROPRIATION (\$1,316,509.54 OUSTANDING JUNE 30, 2016 ENCUMBRANCES / PURCHASE ORDERS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of August, 2016, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

*See page 2*

FUND/ORGANIZATION	AMOUNT
<b>EXPENDITURES</b>	
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0100-01-002-0403-00000-000-000-000-48101	INFO TECHNOLOGY MACH & EQUIP REP 5,460.27
0100-03-100-0601-00000-000-000-000-46010	POLICE DEPARTMENT SUPPLIES 6,686.25
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	<b>1,316,509.54</b>

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Percy C. Ashcraft  
County Administrator