

In the County Commission of said county, on the
$4^{\text {th }}$ day of May
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby cancel bid 64-30SEP03 for Toner Cartridges Term and Supply with Office Source for non-compliance of contract sections 4.10 (delivery time) and 2.3 .2 (substituting remanufacture toner cartridges). Said cancellation will be effective June 30, 2004.

Done this $4^{\text {th }}$ day of May, 2004.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


District I Commissioner


# Boone County Purchasing 

Melinda Bobbitt, CPPB
Director


601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

## MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: April 21, 2004
RE: $\quad$ 64-30SP03 - Toner Cartridges Term and Supply
Our Information Technology department has been experiencing continuous problems from our toner contract with Office Source. Our contract requires delivery within two days, and frequently orders are taking five days or longer to arrive. In addition, the boxes continuously arrive damaged.

The Purchasing department notified Office Source by letter on December 8, 2003 informing them of their non-compliance regarding delivery time and their use of substituting remanufactured toner cartridges. However, we still receive shipments late and damaged boxes.

Purchasing requests approval from the commission to cancel this contract effective June 30,2004 . We will re-bid this month in order to have another contract in place on July 1, 2004.

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601 E. Walnut, Room 208
Columbia, MO 65201
Melinda Bobbitt, CPPB
Phone: (573) 886-4391
Director
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org
December 8, 2003
Marc Ashby
Office Source
1601 Manufacturers Drive
Fenton, MO 63026
Dear Mr. Ashby:
The purpose of this letter is to inform you of Office Sources' non-compliance with contract number 6430 SEP03 - Toner Cartridges Term and Supply. The Boone County Information Technology department has experienced multiple problems with their orders since this contract has been in place.

The order placed on November 20, 2003 was not received until November 26, 2003. This is in violation of the following paragraph of the contract:

### 4.10. Delivery after Receipt of Order: 2 Days

When this order arrived, the cartridges appeared damaged. The boxes were crushed and open on the seams.

The order that was received on December 8, 2003 for the IBM 4317 was labeled Remanufactured Toner Cartridge. This is in violation of the following paragraph of the contract:
2.3.2. All toner cartridges must be new. No refurbished or recycled toner cartridges are acceptable.

While we appreciate your help to try to rectify the problems, we are finding the continuous problems to be unacceptable for Boone County. Should we continue to experience violations of this contract, we may exercise our option to terminate this agreement due to material breach of the terms of this agreement. If you would like to discuss these problems in further detail, I may be reached at (573) 886-4391.

Sincerely,
Melinda Bobbitt, CPPB
Director of Purchasing
cc: Michael Mallicoat, Information Technology
Bid File

# CERTIFIED COPY OF ORDER 



In the County Commission of said county, on the

May Session of the April Adjourned

$$
\begin{array}{llll}
4^{\text {the }} & \text { day of } & \text { May } & \mathbf{2 0}
\end{array}
$$

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 17-13APR04 for Computer Server Maintenance Term and Supply to Integrated Solutions Group. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this $4^{\text {th }}$ day of May, 2004.

ATTEST:
$\frac{(\text { Lend J.Alan }}{\text { Wendy S. Noren }}$
Clerk of the County Commission


Presiding Commissioner


District I Commissioner


District II Commissioner

# Boone County Purchasing 

Alice Winkelman, CPPB Buyer



601 E.Walnut, Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
$167-2004$

## MEMORANDUM

| TO: | Boone County Commission |
| :--- | :--- |
| FROM: | Alice Winkelman, CPPB |
| DATE: | April 28, 2004 |
| RE: | $17-13 A P R 04$ Computer and Server Maintenance - Term and Supply |

The Bid for Computer and Server Maintenance Term and Supply closed on April 13, 2004. Six bids were received. Purchasing and the Information Technology department recommend award by lowest responsive bid to Integrated Solutions Group, Columbia, MO. The low bidder, TFE Technology of Bountiful, UT, did not return the addendum which was a mandatory requirement of the bid which specified our insurance requirements.

This is a county-wide Term \& Supply contract.
Please find attached a copy of the bid tabulation for your review.

ATT: Bid Tabulation
cc: Mike Mallicoat, IT Director
Bid File






# PURCHASE AGREEMENT <br> FOR <br> COMPUTER AND SERVER MAINTENANCE SERVICES TERM AND SUPPLY 

THIS AGREEMENT dated the 4 day of MAY 2004 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Integrated Solutions Group, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Computer and Server Maintenance Services Term and Supply, County of Boone Request for Bid for Computer and Server Maintenance Services Term and Supply, bid number 17-13APR04 Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Exhibit A, Standard Terms and Conditions, Addendum \#l, as well as the Contractor's bid response dated April 12, 2004 and executed by Terry Thornsberry on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Exhibit A, Standard Terms and Conditions, and Addendum \#1, shall prevail and control over the Contractor's bid response.
2. Contract Duration - This agreement shall commence on May 1, 2004 above and expire on April 30, 2005 and subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for four additional one year periods subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not; provided, however, that from and after the expiration date of this agreement any annual extensions thereof.
3. Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County equipment maintenance and repair services in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.
4. Delivery - It is understood that all services will provided at the County Site described in the bid specifications. Contractor agrees to deliver said services in accordance with the bid specifications.
5. Billing and Payment - All billing shall be invoiced to the applicable county departments listed in the bid specifications and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of $9 \%$ per annum on disputed amounts withheld commencing from the last date that payment was due.
6. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

## An Affirmative Action/Equal Opportunity Institution

7. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.
8. Termination - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:
a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

## INTEGRATED SOLUTIONS GROUP

> BOONE COUNTY, MISSOURI

$\qquad$

address $\qquad$


In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)


# Boone County Purchasing 

Kerry Patton
Office Specialist


601 E. Walnut, Room 205
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390
kpatton@boonecountymo.org

May 19, 2005
Ken Brownfield
Integrated Solutions Group
1400Forum Boulevard, Suite 19B
Columbia, Missouri 65203

RE: 17-13APR04 - Computer and Server Maintenance Term \& Supply
Dear Mr. Brownfield:
The County of Boone wishes to renew Bid \# 17-13APR04 - Computer and server Maintenance Term \& Supply. Confirming our letter dated April 8, 2005, you agree to renew the contract under the same terms and conditions as set in the original bid. The contract renewal period is May 1, 2005 through April 30, 2006.

Sincerely,


Kerry Patton
Office Specialist
Cc:
Purchasing Committee Members
Trudy Fisher, IT
Bid File

## CERTIFIED COPY OF ORDER



May Session of the April Adjourned
Term. $20 \quad 04$

| In the County Commission of said county, on the | $4^{\text {th }}$ | day of | May | 20 | 04 |
| :--- | :--- | :--- | :--- | :--- | :--- | the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment:

| DEPARTMENT ACCOUNT AND TITLE | AMOUNT INCREASE |
| :---: | :---: |
| 2533-23000: Sheriff Local Law Enforcement <br> Block Grant - Office Supplies | $\$ 1,300.00$ |
| 2533-23850: Sheriff Local Law Enforcement <br> Block Grant - Minor Equipment | $\$ 2,141.00$ |
| 2533-91100: Sheriff Local Law Enforcement <br> Block Grant - Furniture and Fixtures | $\$ 8,268.00$ |
| 2533-91300: Sheriff Local Law Enforcement <br> Block Grant - Machinery and Equipment | $\$ 17,050.00$ |
| 2533-91301: Sheriff Local Law Enforcement <br> Block Grant - Computer Hardware | $\$ 8,000.00$ |

Said budget amendment is to establish an expenditure budget for the Local Law Enforcement Block Grant to be used to furnish and equip the North and South Substations.

Done this $4^{\text {th }}$ day of May, 2004.

ATTEST:


Clerk of the County Commission


Karen M. Miller
District I Commissioner


District II Commissioner

4/9/04
EFFECTIVE DATE


APR 142004
BOONE COUNTY AUDITOR

FOR AUDITORS USE
168-2004

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): To establish budget for ( al Law Enforcement Block Grant. These funds will be used to furnish and equip North and South Substations.


Establish expenditure budget.


## BUDGET AMENDMENT PROCEDURES


 © Om




## EQUIPMENT LIST - APRIL 9, 2004

Substations
(2) Copy Machines
(6) PCs
(4) File Cabinets
(6) Chairs
(6) Desks
(1) Laptop Computer
(2) Digital Cameras

Miscellaneous offices supplies to equip substations
Miscellaneous minor equipment needed such as: telephones, officer mailboxes, bulletin boards, fingerprint stations, etc. to equip stations.

Total

Budget Amondment for Dept 2530
Budget Amendment for Dept 2533
TOTAL
$\$ 41,200.00$
$\$ 16050.00 \quad 91300$ Machinery'z Equif:
\$9600.00 9130! Computer Hardware
$\left.\begin{array}{l}\$ 1668.00 \\ \$ 2800.00 \\ \$ 3800.00\end{array}\right\} 91100$ Furniture $\&$ fixtures
$\$ 2200.00$
$\$ 1000.00$
$\$ 1300.00$ 23000 office Supplies
\$2782.00 23850 Minor Equipment

## FY 2003 Local Law Enforcement Block Grants Program

 Boone County, MOApplication Award
RFD
Grant Changes
Final Grant Report
Correspondence
Switch to ... $₹$

## Grant Handbook View Only

View Application<br>Help/Frequently Asked Questions

LLEBG Home

Log-Off

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33.083.
$3: 676^{\circ}$.
Total 36.759.

Application was submitted on August 13, 2003 03:46:14 PM EDT. Click here to print a copy.

| LLLEBG FY 2003 Application |  |  |  |
| :---: | :---: | :---: | :---: |
| Date Certified: 13-AUG-03 |  | Date Submitted: 13-AUG-03 |  |
| Jurisdiction Information (Disparate) |  |  |  |
| Jurisdiction: Boone County | County: <br> BOONE | State: <br> MISSOURI | CDFA Number: <br> 16.592 |
| Budget Information |  |  |  |
| Eligible Award Amount: $\$ 11,759$ | $\begin{aligned} & \text { Final } \\ & \text { Award } \\ & \text { Amount: } \end{aligned}$ | Match Amount: $\$ 3,676$ | Matching Funds Description: Equitable Sharing Program (Asset Forfeiture) |
| CEO Information |  |  |  |
| Title: Presiding County Commissioner | Name Prefix: Mr. | Last <br> Name: <br> Schnarre | First Name: Keith |
| Address: <br> 801 E. Walnut Street, Room 245 Columbia, MO 65201-7732 | Telephone: <br> $(573) 886-$ 4305 | $\begin{array}{\|l\|l\|} \hline \text { Fax: } \\ \text { (573) } \\ 886-4311 \end{array}$ | Email: <br> kschnarre@BooneCountyMo.org |
| Program Contact Information |  |  |  |
| Titie: Captain | Name Prefix: Ms. | Last Name: <br> Braun | First Name: Beverly |
| Address: <br> Boone County Sheriff's Department 2121 County Drive Columbia, MO 65202-9051 | Telephone: <br> (573) 876- <br> 6101 | $\begin{array}{\|l\|} \text { Fax: } \\ 874-8953) \end{array}$ | Email: <br> bbraun@BooneCountyMo.org |
| Application Details |  |  |  |
| Date Agreed to Trust Fund Requirement: 13-AUG-03 |  | Applicant is PSOHB Compliant:No |  |
| Date Agreed to SPOC Requirement: 13-AUG-03 |  | Date Agreed to SAA Review Requirement: <br> 13-AUG-03 |  |
| Date Agreed to Certifications: 13-AUG-03 |  | Date Agreed to Assurances:13 -AUG-03 |  |

Rece,ipt Date 11/0672003
Recei.ved From
Remar,ks,
UNITED STATES TREASURY
SHERIF'F'S DEPARTMENT- REIMB LAW ENFORCEMENT BLOCK GRANT

Finalized Entered by TRGLENDA Receipt Type N SMANDARD RECEIPT Receipt, Total $33,083.00$

| Dep, | Account | Amount. | Acc,rual. |
| :---: | :--- | :---: | :---: |
| $\mathbf{2 5 3}$ | $\mathbf{2 4 6 0}$ DEFERRED REVENUE | $33,083.00$ | - |

F2=Key Scr F3=Exit F11=Switch Line Mode

Fund 253: Local Law Enforcement Grant
Solvency Analysis
Prepared by Auditor's Office 4-16-2004

| Fund Balance 1-1-2004 (Account 253-2913) |  |
| :--- | ---: |
| Plus: Actual Revenues 2004 |  |
| Dept 2530 | 0.00 |
| Interest | 0.00 |
| Grant Revenue | $4,441.00$ |
| Local Match | 0.00 |
| Dept 2532 | 0.00 |
| Interest | 0.00 |
| Grant Revenue |  |
| Local Match | 51.75 |
| Dept 2533 | 0.00 |
| Interest (through March) | $3,676.00$ |
| Grant Revenue |  |

Plus: Grant Receipts Classified as Deferred Revenue (acct 2460) _ 33,083.00

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\$ 41,341.96
$$

Less: Budgeted Expenditures 2004

| der | Current Budget | Budget Revision/ Amendment | Total |  | Actual YTD Expenditures \& Encumbrances | $\begin{gathered} \text { Remaining } \\ \text { Budget } \\ \hline \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Dept 2530 |  |  |  |  |  |  |
| Class 2 | 0.00 | 641.00 | 641.00 |  | 0.00 | 641.00 |
| Class 9 | 0.00 | 3,800.00 | 3,800.00 |  | 0.00 | 3,800.00 |
| Dept 2532 | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 |
| Dept 2533 |  |  |  |  |  |  |
| Class 2 | 0.00 | 3,441.00 | 3,441.00 |  | 0.00 | 3,441.00 |
| Class 9 | 0.00 | 33,318.00 | 33,318.00 |  | 0.00 | 33,318.00 |
|  | 0.00 | 41,200.00 |  | (41,200.00) | 0.00 | 41,200.00 |

FY 2004
Budget Amendments/Revisions
Local Law Enforcement Block Grant FYX3 (2533)

| Index \# | Date Recd | Account | Account Name | SIncrease | \$Decrease | Reason/Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 4/14/2004 | 2500-83922 | Sheriff Forfeiture: Operating Transfer OUT to Spec Rev Fund | 3,676 |  | 2003-2005 Local Law Enforcement Block Grant local match |
|  |  | 2533-3917 | Operating Transfer $\operatorname{NN}$ from Special Revenue Fund | 3,676 |  |  |
| 2 | 4/14/2004 | 23000 | Office Supplies | 1,300 |  | Establish expenditure budget |
|  |  | 23850 | Minor Equipment \& Tools | 2,141 |  |  |
|  |  | 91100 | Furniture \& Fixtures | 8,268 |  |  |
|  |  | 91300 | Machinery \& Equipment | 17,050 |  |  |
|  |  | 91301 | Computer Hardware | 8,000 |  |  |

## CERTIFIED COPY OF ORDER



In the County Commission of said county, on the

May Session of the April Adjourned
Term. $20 \quad 04$

$$
4^{\text {th }} \text { day of } \quad \text { May } \quad 20 \quad 04
$$

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment:
$\left.\begin{array}{|c|c|}\hline \text { DEPARTMENT ACCOUNT AND TITLE } & \text { AMOUNT INCREASE } \\ \hline \text { 2530-23850: Sheriff Local Law Enforcement } \\ \text { Block Grant - Minor Equipment }\end{array}\right] 641.00$

Said budget amendment is to establish an expenditure budget for the Local Law Enforcement Block Grant for the purchase of a laptop computer for the D.A.R.E. Program.

Done this $4^{\text {th }}$ day of May, 2004.

## ATTEST:



Clerk of the County Commission


Mane H. Mules
Karen M. Miller
District I Commissioner


District II Commissioner

# REQUEST FOR BUDGET AMENDMENT 

## BOONE COUNTY MISSOURI

4/9/04
EFFECTIVE DATE

Apa 142004
BOONE COUNTY AUDITOR

FOR AUDITORS USE
$169-2004$

| Department |  |  |  | Account |  |  |  |  | Department Name | Account Name | (Use whole \$ amounts) |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | Decrease | Increase |  |  |
| 2 | 5 | 3 | 0 |  |  |  |  |  | 2 | 3 | 8 | 5 | 0 | Sheriff-Local Law Enf Block Grant | Minor Equipment |  | 641. |
| 2 | 5 | 3 | 0 | 9 | 1 | 3 | 0 | 1 | " | Computer Hardware |  | 3800. |
|  |  |  |  |  |  |  |  |  |  | TOTAL |  | 4441 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | * |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): These funds will be used f ninor equipment and computer equipment for North and South Substations and to purchase Lap Top Cumputer for D.A.R.E. Program.

Establish expenditure budget


TO BE COMPLETED BY AUDITOR'S OFFICE
[ A schedule of previously processed Budget Revisions/Amendments is attached.
A fund-solvency schedule is attached.
$\square$ Comments:


## Substations

(2) Copy Machines
(6) PCs
(4) File Cabinets
(6) Chairs
(6) Desks
(1) Laptop Computer
(2) Digital Cameras

Miscellaneous offices supplies to equip substations
Miscellaneous minor equipment needed such as: telephones, officer mailboxes, bulletin boards, fingerprint stations, etc. to equip stations.

Total
$\$ 41,200.00$

Budget Amondment for Dept 2530 \# 4441


## FY 2001 Local Law Enforcement Block Grants Program Boone County, MO

Grant Changes
Final Grant Report
Correspondence Switch to $\square$

Grant Handbook View Only


Help/Frequently Asked Questions

LLEBG Home
Log-Off

Application was submitted on July 25, 2001 12:03:00 PM EDT. Click here to print a copy.

| LLEBG FY 2001 Application |  |  |  |
| :---: | :---: | :---: | :---: |
| Date Certified: $25-\mathrm{JUL}-01$ |  | Date Submitted: 25-JUL-01 |  |
| Jurisdiction Information (Disparate) |  |  |  |
| Jurisdiction: <br> Boone Caunty | County: BOONE | State: MISSOURI | CDFA Number: 16.592 |
| Budget Information |  |  |  |
| Eligible Award Amount: $\$ 16,410$ | Final <br> Award <br> Amount: <br>  <br> $\$ 39,969$ | Match Amount: $\$ 4.441$ | Matching Funds Description: Equitable Sharing Program (Asset Forfeiture) |
| CEO Information |  |  |  |
| Title: <br> Presiding County Commissioner | $\begin{aligned} & \text { Name } \\ & \text { Prefix: } \\ & \text { Mr. } \end{aligned}$ | Last <br> Name: <br> Stamper | First Name : Don |
| Address: <br> 801 E. Walnut Street, Room 245 Columbia, MO 65201-7732 | Telephone: <br> (573) 8864305 | $\begin{array}{\|l\|} \text { Fax: } \\ 886-43711 \end{array}$ | Email: <br> dstamper@BooneCountyMo.org |
| Program Contact Information |  |  |  |
| $\begin{gathered} \text { Title: } \\ \text { Captain } \end{gathered}$ | Name Prefix: <br> Ms. | $\begin{aligned} & \text { Last } \\ & \text { Name: } \\ & \text { Braun } \end{aligned}$ | First Name : <br> Beverly |
| Address: <br> Boone County Sheriff's Department 2121 County Dive Columbia, MO 65202-9051 | $\begin{array}{\|l} \hline \text { Telephone: } \\ \begin{array}{l} (573) \\ 6101 \end{array} \\ \hline \end{array}$ | $\begin{array}{\|l\|} \hline \text { Fax: } \\ \\ 874-8953 \end{array}$ | Email: <br> bbraun@BooneCountyMo.org |
| Application Details |  |  |  |
| Date Agreed to Trust Fund Requirement: 24-JUL-01 |  | $\|$Applicant is <br> NO <br> NOHB |  |
| Date Agreed to SPOC Requirement: 24-JUL-01 |  | Date Agreed to SAA Review Requirement: 24-JUL-01 |  |
| Date Agreed to Certifications: 25-JUL-01 |  | $\begin{array}{\|c\|} \hline \text { Date Agreed to Assurances: } \\ 25-\mathrm{JUL}-01 \\ \hline \end{array}$ |  |

## Fund 253: Local Law Enforcement Grant <br> Solvency Analysis <br> Prepared by Auditor's Office <br> 4-16-2004

| Fund Balance 1-1-2004 (Account 253-2913) |  |
| :--- | ---: |
|  |  |
| Plus: Actual Revenues 2004 |  |
| Dept 2530 | 0.00 |
| Interest | 0.00 |
| Grant Revenue | $4,441.00$ |
| Local Match | 0.00 |
| Dept 2532 | 0.00 |
| Interest | 0.00 |
| Grant Revenue |  |
| Local Match | 51.75 |
| Dept 2533 | 0.00 |
| Interest (through March) | $3,676.00$ |
| Grant Revenue |  |
| Local Match |  |

Plus: Grant Receipts Classified as Deferred Revenue (acct 2460) 33,083.00
$\$ 41,341.96$
Less: Budgeted Expenditures 2004

|  | Current <br> Budget | Budget <br> Revision/ Amendment | Total |  | Actual YTD Expenditures \& Encumbrances | Remaining Budget |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Dept 2530 |  |  |  |  |  |  |
| Class 2 | 0.00 | 641.00 | 641.00 |  | 0.00 | 641.00 |
| Class 9 | 0.00 | 3,800.00 | 3,800.00 |  | 0.00 | 3,800.00 |
| Dept 2532 | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 |
| Dept 2533 |  |  |  |  |  |  |
| Class 2 | 0.00 | 3,441.00 | 3,441.00 |  | 0.00 | 3,441.00 |
| Class 9 | 0.00 | 33,318.00 | 33,318.00 |  | 0.00 | 33,318.00 |
|  | 0.00 | 41,200.00 |  | (41,200.00) | 0.00 | 41,200.00 |

## FY 2004 <br> Budget Amendments/Revisions <br> Local Law Enforcement Grant (2530)

| Index \# | Date Recd | Account | Account Name | SIncrease | SDecrease | Reason/Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 4/14/2004 | 2500-83922 | Sheriff Forfeiture: Operating Transfer OUT to Special Revenue Fund | 4,441 |  | 2001-2003 Local Law Enforcement Block Grant local match |
|  |  | 2530-03917 | LLEBG: Operating Transfer IN from Special Revenue Fund | 4,441 |  |  |
| 2 | 4/14/2004 | 23850 | Minor Equipment \& Tools | 641 |  | Establish expenditure budget |
|  |  | 91301 | Computer Hardware | 3,800 |  |  |

## CERTIFIED COPY OF ORDER



In the County Commission of said county, on the

May Session of the April Adjourned
$4^{\text {th }}$ day of May

Term. $20 \quad 04$
$20 \quad 04$
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment:
$\left.\begin{array}{|c|c|}\hline \text { DEPARTMENT ACCOUNT AND TITLE } & \text { AMOUNT INCREASE } \\ \hline \text { 2500-83922: Sheriff Forfeiture - Operating } \\ \text { Transfer OUT to Special Revenue Fund }\end{array}\right] \$ 3,676.00$

Said budget amendment is for the 2003-2005 Local Law Enforcement Block Grant local match.
Done this $4^{\text {th }}$ day of May, 2004.


ATTEST:
$\frac{\text { Lady }}{\text { Lindy S. Noreen }}$ Who.
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elvin
District II Commissioner

## REQUEST FOR BUDGET AMENDMENT

4/7/2004
$\frac{4 / 7 / 2004}{\text { EFFECTIVE DATE }}$

BOONE COUNTY MISSOURI


Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary):

3-2005 LLEBG local match
zuv3-2005 Local Law Enforcement Block Grant -- Establish budget for local match


TO BE COMPLETED BY AUDITORS OFFICE
A schedule of previously processed Budget Revisions/Amendments is attached.
A fund-solvency schedule is attached.
Comments:


Pare DISTRICT I COMMISSIONER

DISTRICT|II COMMISSIONER

## BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. NOTE: The 10 -day period may not be waived.
-. The Budget Amendment may not be approved prior to the Public Hearing.

FY 2003 Local Law Enforcement Block Grants Program Boone County, MO

Application Award
Grant Changes
Final Grant Report
Correspondence
Switch to .菌

Grant Handbook View Only


## LLEBG Home

Log-Off

Application was submitted on August 13, 2003 03:46:14 PM EDT. Click here to print a copy.

| LLEBG FY 2003 Application |  |  |  |
| :---: | :---: | :---: | :---: |
| Date Certified: 13 -AUG-03 |  | Date Submitted: 13-AUG-03 |  |
| Jurisdiction Information (Disparate) |  |  |  |
| Jurisdiction: <br> Boone County | $\begin{aligned} & \text { County: } \\ & \text { BOONE } \end{aligned}$ | $\begin{array}{\|l\|} \hline \text { State: } \\ \text { MISSOURI } \end{array}$ | CDFA Number: 16.592 |
| Budget Information |  |  |  |
| Eligible Award Amount: $\$ 11.759$ | Final <br> Award <br> Amount: | $\begin{gathered} \text { Match } \\ \text { Amount: } \\ \$ 3,676 \end{gathered}$ | Matching Funds Description: Equitable Sharing Program (Asset Forfeiture) |
| CEO Information |  |  |  |
| Title: Presiding County Commissioner | $\left\lvert\, \begin{aligned} & \text { Name } \\ & \text { Prefix: } \end{aligned}\right.$ Mr. | Last Name: Schnarre | First Name : Keith |
| Address: <br> 801 E. Walnut Street, Room 245 Columbia, MO 65201-7732 | Telephone: <br> (573) 8864305 | $\begin{array}{\|l\|} \hline \text { Fax: } \\ 886-4373) \\ \hline 811 \end{array}$ | Email: <br> kschnarre@BooneCountyMo.org |
| Program Contact Information |  |  |  |
| $\begin{aligned} & \text { Title: } \\ & \quad \text { Captain } \end{aligned}$ | Name Prefix: Ms. |  | First Name: Boverly |
| Address: <br> Boone County Sherifi's Department 2121 County Drive Columbia, MO 65202-9051 | Telephone: <br> (573) 876 6101 | $\begin{array}{\|l\|} \text { Fax: } \\ 874-8953) \end{array}$ | Email: <br> bbraun@BooneCountyMo.org |
| Application Details |  |  |  |
| Date Agreed to Trust Fund Requirement: 13-AUG-03 |  | Applicant is PSOHB Compliant: <br> No <br> No |  |
| Date Agreed to SPOC Requirement: 13-AUG-03 |  | Date Agreed to SAA Review Requirement: <br> 13-AUG-03 |  |
| Date Agreed to Certifications: 13-AUG-03 |  | Date Agreed to Assurances:13-AUG-03 |  |

## Fund 250: Sheriff Forfeiture <br> Solvency Analysis <br> Prepared by Auditor's Office <br> 4-16-2004

Fund Balance 1-1-2004 (Account 250-2913)
197,667.54

Plus: Actual Revenues 2004
Forfeitures
Interest (through Feb)
0.00
311.03
311.03

Less: Budgeted Expenditures 2004

|  | Current <br> Budget | Budget <br> Revision/ Amendment | Total |  | Actual YTD Expenditures + Encumbrances | Remaining Budget |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Class 1 | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 |
| Class 2 | 11,000.00 | 0.00 | 11,000.00 |  | 573.98 | 10,426.02 |
| Class 3 | 4,100.00 | 0.00 | 4,100.00 |  | 2,454.28 | 1,645.72 |
| Class 4 | 2,400.00 | 0.00 | 2,400.00 |  | 161.98 | 2,238.02 |
| Class 5 | 4,434.00 | 0.00 | 4,434.00 |  | 333.42 | 4,100.58 |
| Class 6 | 6,374.00 | 0.00 | 6,374.00 |  | 0.00 | 6,374.00 |
| Class 7 | 2,400.00 | 0.00 | 2,400.00 |  | 46.39 | 2,353.61 |
| Class 8 | 17,582.00 | 8,117.00 | 25,699.00 |  | (90.00) | 25,789.00 |
| Class 9 | 26,200.00 | 0.00 | 26,200.00 |  | 22,289.00 | 3,911.00 |
|  | 74,490.00 | 8,117.00 |  | $(82,607.00)$ | 25,769.05 | 56,837.95 |

Anticipated Fund Balance 12-31-2004
$115,371.57$

* Includes the following 2001-2003 Local Law Enforcement Block Grant local match 4,441.00 2003-2005 Local Law Enforcement Block Grant local match
$\begin{array}{r}11,371.57 \\ \\ \\ 4,441.00 \\ 3,676.00 \\ \hline 8,117.00 \\ \hline\end{array}$ Total


## FY 2004 <br> Budget Amendments/Revisions <br> Sheriff Forfeiture (2500)

| Index \# | Date Recd | Account | Account Name | SIncrease | \$Decrease | Reason/Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 3/22/2004 | 71500 | Building Use/Rent Charge | 1,000 |  | Annual fee, north sub-station agreement with MO Highway \& Transportation Commission |
| 2 | 4/14/2004 | 2500-83922 | Operating Transfer OUT to Special Revenue Fund | 4,441 |  | 2001-2003 Local Law Enforcement Block Grant local match |
|  |  | 2530-3917 | LLEBG: Operating Transfer IN from Special Revenue Fund | 4,441 |  |  |
| 3 | 4/14/2004 | 2500-83922 | Operating Transfer OUT to Special Revenue Fund | 3,676 |  | 2003-2005 Local Law Enforcement Block Grant local match |
|  |  | 2533-3917 | LLEBG: Operating Transfer IN from Special Revenue Fund | 3,676 |  |  |

FY 2004
Budget Amendments/Revisions

## Local Law Enforcement Block Grant FYX3 (2533)



## CERTIFIED COPY OF ORDER



May Session of the April Adjourned
Term. 2004

In the County Commission of said county, on the
$4^{\text {th }}$ day of $\quad$ May $\quad 20 \quad 04$
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment:

| DEPARTMENT ACCOUNT AND TITLE | AMOUNT INCREASE |
| :---: | :---: |
| 2500-83922: Sheriff Forfeiture - Operating | $\$ 4,441.00$ |
| Transfer OUT to Special Revenue Fund | - Operating |
| 2530-03917: LLEBG $\quad \$ 4,441.00$ |  |
| Transfer IN from Special Revenue Fund |  |

Said budget amendment is for the 2001-2003 Local Law Enforcement Block Grant local match.
Done this $4^{\text {th }}$ day of May, 2004.

ATTEST:
$\frac{\text { L } \operatorname{Lendy} \text { J.A lo }}{\text { Wendy S. Noren }}$
Clerk of the County Commission


Presiding Commissioner



# REQUEST FOR BUDGET AMENDMENT 

## BOONE COUNTY MJSSOURI



FOR AUDITORS USE
BOONE COUNTY AUDITOR
171-2004

| Department |  |  |  | Account |  |  |  |  | Department Name | Account Name | (Use whole \$ amounts) |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  | Decrease | Increase |  |  |
| 2 | 5 | 0 | 0 |  |  |  |  |  | 8 | 3 | 9 | 2 | 2 | Sheriff Forfeiture | Operating Transfer OUT to Special Revenue Fund |  | 4441 |
| 2 | 5 | 3 | 0 | 0 | 3 | 9 | 1 | 7 | LLEBG | Operating Transfer IN from Special Revenue Fund |  | 4441 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact
for the remainder of this year and subsequent years. (Use attachment if necessary):
2001-2003 LLEBG local match
2^11-2003 Local Law Enforcement Block Grant - Establish budget for local match (not previously done)


TO BE COMPLETED BY AUDITOR'S OFFICE
A schedule of previously processed Budget Revisions/Amendments is attached.
A fund-solvency schedule is attached.
Comments:



## BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
It the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. NOTE: The 10 -day period may not be waived.
The Budget Amendment may not be approved prior to the Public Heating


## Application Award <br> Grant Handbook View Only <br> View Application <br> Help/Frequently Asked Questions

LLEBG Home
Log-Off

Application was submitted on July 25, 2001 12:03:00 PM EDT. Click here to print a copy.

| LLEBG FY 2001 Application |  |  |  |
| :---: | :---: | :---: | :---: |
| Date Certified: 25-JUL-01 |  | Date Submitted: 25-JUL-01 |  |
| Jurisdiction Information (Disparate) |  |  |  |
| Jurisdiction: Boone County | County: <br> BOONE | State: <br> MISSOURI | CDFA Number: 16.592 |

## Budget Information

| Eligible A ward Amount: $\$ 16,410$ | Final Award Amount: <br> \$39,969 | Match <br> Amount: <br> $\$ 4,441$ | Matching Funds Description: Equitable Sharing Program (Asset Forfeiture) |
| :---: | :---: | :---: | :---: |
| CEO Information |  |  |  |
| Title: <br> Presiding County Commissioner | Name Prefix: <br> Mr. | $\begin{aligned} & \hline \text { Last } \\ & \text { Name: } \\ & \text { Stamper } \end{aligned}$ | First Name: |
| Address: <br> 801 E. Walnut Street, Room 245 Columbia, MO 65201-7732 | Telephone: (573) 8864305 | Fax: | Email: <br> dstamper@BooneCountyMo.org |
| Program Contact Information |  |  |  |
| $\begin{array}{\|l\|} \hline \text { Title: } \\ \text { Captain } \\ \hline \end{array}$ | Name Prefix: Ms. <br> Ms. |  | First Name : Beverly |
| Address: <br> Boone County Sheniff's Department <br> 2121 County Drive <br> Columbia, MO $65202-9051$ | $\begin{array}{\|l\|} \hline \text { Telephone: } \\ (573)^{876-} \\ 6101 \end{array}$ | $\begin{aligned} & \text { Fax: }{ }_{\text {(573) }} \\ & 874-8953{ }^{2} \end{aligned}$ | Email: <br> bbraun@BooneCountyMo.org |
| Application Details |  |  |  |
| Date Agreed to Trust Fund Requirement: 24-JUL-01 |  | $\begin{gathered} \text { Applicant is PSOHB Compliant: } \\ \mathrm{No} \end{gathered}$ |  |
| Date Agreed to SPOC Requirement: 24-JUL-01 |  | Date Agreed to SAA Review Requirement:24-JUL-01 |  |
| Date Agreed to Certifications:$25-\mathrm{JUL}-01$ |  | Date Agreed to Assurances: 25-JUL-01 |  |

## Fund 250: Sheriff Forfeiture <br> Solvency Analysis <br> Prepared by Auditor's Office <br> 4-16-2004

Fund Balance 1-1-2004 (Account 250-2913)
197,667.54

Plus: Actual Revenues 2004
Forfeitures
Interest (through Feb)
311.03
311.03

Less: Budgeted Expenditures 2004

|  | Current Budget | Budget <br> Revision/ Amendment | Total |  | Actual YTD Expenditures + Encumbrances | Remaining Budget |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Class 1 | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 |
| Class 2 | 11,000.00 | 0.00 | 11,000.00 |  | 573.98 | 10,426.02 |
| Class 3 | 4,100.00 | 0.00 | 4,100.00 |  | 2,454.28 | 1,645.72 |
| Class 4 | 2,400.00 | 0.00 | 2,400.00 |  | 161.98 | 2,238.02 |
| Class 5 | 4,434.00 | 0.00 | 4,434.00 |  | 333.42 | 4,100.58 |
| Class 6 | 6,374.00 | 0.00 | 6,374.00 |  | 0.00 | 6,374.00 |
| Class 7 | 2,400.00 | 0.00 | 2,400.00 |  | 46.39 | 2,353.61 |
| Class 8 | 17,582.00 | 8,117.00 | 25,699.00 |  | (90.00) | 25,789.00 |
| Class 9 | 26,200.00 | 0.00 | 26,200.00 |  | 22,289.00 | 3,911.00 |
|  | 74,490.00 | 8,117.00 |  | (82,607.00) | 25,769.05 | 56,837,95 |

Anticipated Fund Balance 12-31-2004
115,371.57

* Includes the following 2001-2003 Local Law Enforcement Block Grant local match 2003-2005 Local Law Enforcement Block Grant local match Total

4,441.00
$\begin{array}{r}3,676.00 \\ \hline 8,11700\end{array}$

FY 2004
Budget Amendments/Revisions
Sheriff Forfeiture ( 2500 )

| Index \# | Date Recd | Account | Account Name | SIncrease | \$Decrease | Reason/Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 3/22/2004 | 71500 | Building Use/Rent Charge | 1,000 |  | Annual fee, north sub-station agreement with MO Highway \& Transportation Commission |
| 2 | 4/14/2004 | $\begin{gathered} 2500-83922 \\ 2530-3917 \end{gathered}$ | Operating Transfer OUT to Special Revenue Fund LLEBG: Operating Transfer IN from Special Revenue Fund | $\begin{aligned} & 4,441 \\ & 4,441 \end{aligned}$ |  | 2001-2003 Local Law Enforcement Block Grant local match |

## FY 2004

Budget Amendments/Revisions
Local Law Enforcement Grant (2530)
Index \# Date Recd Account $\qquad$ SIncrease
I 4/14/2004 2500-83922 Sheriff Forfeiture: Operating Transfer OUT to Special Revenue Fund
4,441 4,441

## CERTIFIED COPY OF ORDER



May Session of the April Adjourned
Term. 2004

In the County Commission of said county, on the

$$
4^{\text {th }} \text { day of } \quad \text { May } \quad 20 \quad 04
$$

## the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

| DEPARTMENT ACCOUNT <br> AND TITLE | AMOUNT DECREASE | AMOUNT INCREASE |
| :---: | :---: | :---: |
| $1123-86800:$ Emergency | $\$ 1,335.00$ |  |
| $1121-91100:$ Commission - |  | $\$ 1,335.00$ |
| Furniture and Fixtures |  |  |

Said budget revision is to purchase desks for the Commission Chambers.
Done this $4^{\text {th }}$ day of May, 2004.


Presiding Commissioner
ATTEST:

Clerk of the County Commission


Karen M. Miller
District I Commissioner


District II Commissioner

# BOONE COUNTY, MISSOURI 

## REQUEST FOR BUDGET REVISION

04/20/04
DATE

RECEIVED APR 202004 BOONE COUNTY AUDITOR

FOR AUDITORS USE
172-2004
Department
I
\(\left.\begin{array}{|c|c|}\hline Transfer <br>
From <br>

(Decrease)\end{array}\right\}\)| Transfer |
| :---: |
| To |
| (Increase) |



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## Explanation:

Please see attached memo from Auditor's office.
Commission chambers desk

## Catty D Richard

PRESIDING COMMISSIONER DISTRICT I COMMISSIONER
Approved - Auditor

originating Office


DISTRICT II COMMISSIONER

| From: | Karen Frederick |
| :--- | :--- |
| To: | Cathy Richards |
| Date: | 4/8/04 12:17PM |
| Subject: | Re: budget revision |

Cathy:
The commission office 2004 budget includes $\$ 4,100$ in 1121-91100 to purchase 5 chairs and a desk expansion for the commissin chambers. So far, $\$ 1983.80$ has been spent, leaving $\$ 2116.20$ remaining balance.

I don't know how much Ken plans to spend; you'll need to obtain this information. If the total is greater than $\$ 2116.20$, a budget revision would be necessary. You (or the commissioners) would then need to decide what budget to reduce. That could be another account in the commission office budget or the Emergency Fund (1123-86800).

Thanks,
Karen
>>> Cathy Richards 04/08/04 11:53AM >>>
Ken Roberts just called me and said I needed to do a budget revision in order for him to purchase the desk for the Chambers.

Could you help me?
Which account does the money go (1 need an account code) and from where does it come from? (account code).

Commissioner Miller is out so I could use some help.
Thanks
Cathy

| From: | Karen Frederick |
| :--- | :--- |
| To: | Cathy Richards |
| Date: | $4 / 20 / 042: 14 \mathrm{PM}$ |
| Subject: | Fwd: Re: budget revision |

Cathy:
1 just received a call from Ken Roberts. He had just spoken with you, asking about budget revision for commission chambers desk.

Attached is email I sent $4 / 8$ on this topic.
According to Ken, the low bid on the desk was $\$ 3,450.00$. Therefore, we will need budget revision, calculated as follows:

Remaining budget $\$ 2,116.20$
Less: cost of desk $(3,450.00)$
Funds needed $\quad 1,333.80$
Let's round budget revision up to $\$ 1,335$.
Please see attached email for further instructions; you may forward budget revision to me after it has been prepared. Thanks!
Karen

## CC: <br> Ken Roberts

| From: | Cathy Richards |
| :--- | :--- |
| To: | Karen Miller |
| Date: | $4 / 20 / 042: 37 P M$ |
| Subject: | Re: budget revision for Ken Roberts |

OK, then I will proceed with the budget amendment if that is OK.
>>> Karen Miller 04/20/04 02:37PM >>>
We were planning on taking it out of the emergency fund.
kmm
Karen M. Miller
District I Commissioner
Boone County MO
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4308
kmiller@boonecountymo.org
>>> Cathy Richards 04/20/04 14:32 PM >>>
This was sent to me by Karen Frederick. I just need to know which account to make the budget revision.
Thanks
Cathy:
The commission office 2004 budget includes $\$ 4,100$ in 1121-91100 to purchase 5 chairs and a desk expansion for the commissin chambers. So far, $\$ 1983.80$ has been spent, leaving $\$ 2116.20$ remaining balance.

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Cathy:
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Less: cost of desk $(3,450.00)$
Funds needed $1,333.80$
Let's round budget revision up to $\$ 1,335$.
Please see attached email for further instructions; you may forward budget revision to me after it has been prepared. Thanks!

Thanks,
Karen

| From: | Karen Miller |
| :--- | :--- |
| To: | CRichards.GC-GWPO.BC-GWDOM |
| Date: | $4 / 20 / 04$ 2:38PM |
| Subject: | Re: budget revision for Ken Roberts |

Yes we discussed it as a commission in worksession before they moved forward with the purchase. KMM

Karen M. Miller
District I Commissioner
Boone County MO
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4308
kmiller@boonecountymo.org
>>> Cathy Richards 04/20/04 14:37 PM >>>
OK, then I will proceed with the budget amendment if that is OK.
>>> Karen Miller 04/20/04 02:37PM >>>
We were planning on taking it out of the emergency fund.
kmm
Karen M. Miller
District I Commissioner
Boone County MO
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4308
kmiller@boonecountymo.org
>>> Cathy Richards 04/20/04 14:32 PM >>>
This was sent to me by Karen Frederick. I just need to know which account to make the budget revision.
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Cathy:
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Cathy:
1 just received a call from Ken Roberts. He had just spoken with you, asking about budget revision for commission chambers desk.

Attached is email I sent $4 / 8$ on this topic.
According to Ken, the low bid on the desk was $\$ 3,450.00$. Therefore, we will need budget revision, calculated as follows:

Remaining budget $\$ 2,116.20$
Less: cost of desk $(3,450.00)$
Funds needed $\quad 1,333.80$

Let's round budget revision up to $\$ 1,335$.
Please see attached email for further instructions; you may forward budget revision to me after it has been prepared. Thanks!

Thanks, Karen

2004 Emergency Fund
1123-86800

| DATE | DEPARTMENT | $\begin{aligned} & \text { DEPT. } \\ & \text { NO. } \end{aligned}$ | ACCOUNT | AMOUNT | BALANCE | DESCRIPTION |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1/1/2004 | Original budget |  |  | 650,000 | 650,000 | Original budget |
| 4/20/2004 | Commission Office | 1121 | 91100 | $(1,335)$ | 648,665 | Commission chambers desk |
|  |  |  |  |  | 648,665 |  |
|  |  |  |  |  | 648,665 |  |
|  |  |  |  |  | 648,665 |  |
|  |  |  |  |  | 648,665 |  |
|  |  |  |  | (1,335) |  |  |


| Dept-Account | Description | Original Budget Amount | Budget Revision Date | Buaget Revision Amount | Revised Budget | Encumbrance Date | Encumbrance Amount | Payment Date | Payment Arrount | Unused Bucget |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Commission Office |  |  |  |  |  |  |  |  |  |  |
| 1121-91100 | expand desk in commission chambers, add 5 chairs | 4,100 | 4-20-2004 |  | 4,100 |  |  | 3-22-2004 | 1,384 | 2,196 |
| 1121-91100 | Budget Revision moving funds from Emergency |  |  | 1,335 | 1,335 |  |  |  |  | 1,335 |
| Total |  | 4,100 |  | 1,335 | 5,435 |  | 0 |  | 1,984 | 3,451 |
|  | Commission Office | 4,100 |  | 1,335 | 5.435 |  | 0 |  | 1,984 | 3.451 |

FY 2004
Budget Amendments/Revisions
Commission Office (1121)

| Index \# | Date Recd | Account | Account Name | SIncrease | \$Decrease | Reason/Justification | Comments |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | 4/20/2004 | 1123-86800 | Emergency |  | 1,335 | Commission chambers desk |  |
|  |  | 1121-91100 | Furniture \& Fixtures | 1,335 |  |  |  |


[^0]:    cc: Michael Mallicoat, IT Director
    Bid File

