### 328-2020

#### **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

July Session of the July Adjourned

**Term. 20** 20

**County of Boone** 

ea.

In the County Commission of said county, on the

23rd

day of

July

**20** 20

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 from the Prosecuting Attorney's Office to move funds from Meals & Lodging-Training (37230) to Computer Hardware (91301) and Software Subscriptions (70100) for the purchase of a laptop and a Citrix license.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1261	37230	Prosecuting Attorney	Meals & Lodging-Training	1,596	
1261	91301	Prosecuting Attorney	Computer Hardware		1,201
1261	70100	Prosecuting Attorney	Software Subscriptions		395
				1,596	1,596

Done this 23rd day of July 2020.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissione

Daniel K. Atwill

Frod J. Parry

District I Commissioner

Janet M. Thompson

District II Commissioner

To: County Clerk's Office

Comm Order # 328-2020

### BOONE COUNTY, MISSOURI REQUEST FOR BUDGET REVISIO

Please return purchase req with back-up to Auditor's Office.

7/14/20 EFFECTIVE DATE

#### FOR AUDITORS USE

(Use whole \$ amounts)
Transfer From Transfer To

Dept	Account	Fund/Dept Name	Account Name	Decrease	Increase
1261	37230	Prosecuting Attorney	Meals & Lodging-Training	1,596	
1261	91301	Prosecuting Attorney	Computer Hardware		1,201
1261	70100	Prosecuting Attorney	Software Subscriptions		395
-11114-2					
		, i , i , i , i , i , i , i , i , i , i			
				1,596	1,596

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

PA was given permission to move budgeted funds for the VOCA grant from travel-training to purchase a laptop and a citrix license due to lack of training expenses because of Covid-19.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES or NO If not please explain (use an attachment if necessary):

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

A schedule of previously processed Budget Revisions/Amendments is attached

Unencumbered funds are available for this budget revision.

Comments: VOCA

Auditor's Office

Daniel K. Atwill PRESIDING COMMISSIONER

ISTRICT VOOMMISSIONER

DISTRICT II COMMISSIONER



Contractual

**Indirect Costs** 

TOTAL PLANNED EXPENSES

,0.00

0.00

0.00

### VICTIMS OF CRIME ACT ADJUSMENT BUDGET FORM

0.00

299,294.00

39,038.00 \$

s 0.00

\$74,297.18

0.00

_																	
	Name of Organization	Organiz	ation Feder	ral Tax Iden	tification N	Number	loi	ganization Data	a Universa	l Numbe	ring Sy	stem Nu	mber (	DUNS #)			
Same	Boone County Prosecutor's Office		3 - 6		0 0	3 4	9	0 7		5			7	7			
ilu.	Organization Type (Select all that apply)		140	Organization Mailing Address													
	☐ Domestic Violence/Sexual A	ssault Sei	rvices and	d/or Shel	ters 70	5 East V	Valnut	Street						92			
ion	☐ Child Advocacy Center	Org	anization Str														
mat	☐ Court Appointed Special Adv		5 East V	Valnut	Street												
for	☐ Missouri Courts				City				State			Code					
n c	☑ Prosecuting Attorney Victim	Cou	lumbia				ite Add	65201									
atio	☐ All Other Victims of Crime A	ct (VOCA	) Progran	ns		one						eboon	e.co	m			
niza	Organization Phone Number						ımber										
Organization Information	Organization Phone Number         Organization Fax Number           (5 7 3) 8 8 6 4 1 0 0 x         (5 7 3) 8 8 6 4 1 4 8																
0	Organization's Commercial And Government Entity (CAGE) Code: Registration Number  CAGE Code  CAGE Code  CAGE Code												E Code Valid Until Date				
1835	in the system for Award Management (SAI						•	<u>4 S W</u>				4/2	0	<u>20</u>			
	Name of Organization's Contact Person			Email Addr				27 Cont One		on's Phone Number							
9478	Jessica Watson	Jwa	tson@b	ooneco	ountyn	io.org		(5.7	3)8	8 6-	4 1 1 2 x						
	FUNDING PERIOD	Р	ERCENT	AGE FOR	PERIO	D	TOT	TAL FUNDIN	NG GRA	NTED	PERI	PERIO	D				
	FUNDING PERIOD		Must	t equal 10	00%	FY	2017	FY 2018	FY	2019	F	PERIO	ото	TAL			
	NOV 1, 2019 - JUN 30, 2020		3	2.00%	%	5		95,774.00			\$ 95,774.00						
p	*	1198		4.96%									00				
ante	JUL 1, 2020 - JUN 30, 2021	1982		14,3078	%	\$	\$ 164),48(2,00) \$		\$ 164,482.0			00					
Gra	JUL 1, 2021 - SEP 30, 2021		1	13.04%	%		s s 39,038.00			39,038.00			0				
Funding Granted	INC. IT ITS AND THE	BSHA	4.30	00.00%	SEAR HIS	0.00 260,256.00			39,038,00 2 29			299,	204	20			
nne	TOTAL			OCACO 20	<b>%</b>	\$	7.00	\$ 2001830.00	\$ 351	158.00	3	Asia /	4 (1)	1			
	MATCH - THE AMOUNT YOUR ORGANIZATION AGREES TO CONTRIBUTE.																
	This amount may be reduced if: 28 C.F.R. § 94.1 cost of each project." Matching requirements at	e automatic	ally waived f	or subrecipie	ents "that a	re federally re	ecognized Ar	nerican Indian oi	r Alaska Na	tive	M.	ATCH A	AMO	UNT			
	tribes, or projects that operate on tribal lands." the United States (except for the Commonwealt	th of Puerto I	Rico), or proj	lects that op	erate there	n. Upon requ	est of the st	ate administerin <sub>i</sub>	es or posse g agency (5	sions of AA), the	74,823.50						
	OVC Director may, at their discretion, waive in p	art or in full	the matchin	g requireme	nts, pursua	nt to 28 C.F.R.	. § 94.118(b)	(3).	ns <sup>H</sup> n '		3	1016.6					
No.	INSTRUCTIONS FOR																
	"TOTAL AWARDED" row file The "TOT							you expect to he "TOTAL AW			idget ca	itegory.					
	Has Organization Requeste	or side of the Assessment	draway district	71 - 5 mg	If Yes, w	If Yes, what percent of If Yes, what total dollar								US BE			
Total State	☐ Yes ☐				to be w	vas requeste alved?	ed	The second secon	unt of ma ested to b		The second second		1				
		Maria California		20,2000	1						Microsoft Control of the Control of						
ries	BUDGET CATEGORY Fill in this Section with your planned	NOV 1,	2019 - JUN	30, 2020	JUL 1,	2020 - JUN	30, 2021	JUL 1, 202	1-25K3	, 2021	TOTAL						
ego	expenses for each period	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY	2019		FUN	DINC	i			
Cat	TOTAL AWARDED		95,774.00	12000	Harris .	164,482.00	ALL GO		20	038.00		299,	294	00			
lget	(Populated from Funding Granted Section)	\$	\$	\$	\$	\$.	\$	\$	\$_	TO MINISTER							
Buc	Personnel	\$	77,991.38 \$	\$	\$	\$ 127,980.00	\$	\$	\$	577.00		238,	548.3	38			
by	5		7,972.44			14,467.56			3.5	75.00	1988		est comment	-			
unts	Benefits	\$	\$\$		\$	\$	\$	\$	\$	\$_3,575.00		\$_26,015.00					
nor	Travel/Training	\$	, ,			\$ 22,635.00	\$	\$	\$	86.00	10.5	25,5	21.0	0			
8 AI		7				9,209.62			Y		9 209 62			,			
Funding Amounts by Budget Categories	Supplies/Operations	\$	\$	\$	\$	\$	\$	\$	\$		5						
Fun	Equipment (Single item valued \$5,000 or above)	Ś	ś	Ś	s	\$	\$	\$	\$	\$\$			.00				
		Contractual									HYS		.00	110 936			



## VICTIMS OF CRIME ACT ADJUSTMENT BUDGET FORM

INSTRUCTIONS FOR FUNDING AMOUNTS BY VICTIM TYPE: In this table, you will find pre-populated amounts in the "TOTAL AWARDED" row fields. In the white field areas, you will enter the amount of funding you expect to expend in each "VICTIMS SERVED" category.

The "TOTAL AMOUNT" should equal the amount provided in the "TOTAL AWARDED" row.

TYPES OF VICTIMS SERVED	NOV 1,	2019 - JUN	30, 2020	JUL 1, 2	020 - JUŅ	30, 2021	JUL 1, 2021 -	SEP 30, 2021	FY TOTALS			
(SECTION 3.2)	FY 2017	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	
TOTAL AWARDED (Populated from Funding Granted Section)	\$	95,774.00 \$	\$	\$	\$S	\$	\$	\$_39,038.00	<sub>\$</sub> 0.00	360,354.00	39,038.00	
Domestic Abuse	\$	\$_41,900.00	\$	\$	\$\$	\$	\$	\$	ş <b>0.00</b>	\$\$	\$_17,079.00	
Child Abuse	\$	\$_3,115.00	\$	\$	\$_5,345.00	\$	\$	\$_1,269.00	ş_0.00	\$,460.00	\$_1,269.00	
Sexual Assault	\$	\$_5,500.00	\$	\$	9,458.00 \$	\$	\$	\$_4,200.00	ş 0.00	14,958.00	\$_4,200.00	
Underserved	\$	45,259.00 \$	\$	\$	77,718.00 \$	\$	\$	\$\$	s_0.00	\$ 327,977,00	\$_16,490.00	
Identified Other	\$	\$	\$	\$	\$	\$	\$	\$	ş 0.00	<sub>\$</sub> 0.00	ş0.00	
TOTAL AMOUNT	s 0.00	95,774.00 S	\$ 0.00	\$ 0.00	\$ 164,412.00	s_0.00	5 0.00	\$\$	s 0.00	\$ 180,156.00	39,038.00	

I would like to move \$2,162.38 out of Travel/Training in Funding Period 1 (Nov 1, 2019 - June 30, 2020) to Personnel in Funding Period 1 (Nov 1, 2019 - June 30, 2020).

I would like to move \$600.56 from Benefits in Funding Period 1 (Nov 1, 2019 - Jun 30, 2020) to Benefits in Funding Period 2 (Jul 1, 2020-June 30, 2021).

Our office is now paperless, which requires all of our assistant prosecutor's to have a laptop. The laptops are used by the assistant prosecutor's to appear in court, when meeting with victims, and when working remotely, including when they are on-call. In order to meet with victims in a secure location and have access to reports, photos, etc. to discuss cases and prepare for trial, each assistant prosecutor has to have a laptop and Citrix license. The Citrix license gives the assistant prosecutor the ability to access everything that is on their desktop in their office. The estimated cost for the laptop is \$1,200.78 and \$394.05 for the Citrix license. We would like to move \$1,594.83 from Supplies/Operations in Funding Period 1 (Nov 1, 2019 – June 30, 2020) to Supplies/Operations in Funding Period 2 (July 1, 2020 - June 30, 2021) to purchase a laptop and Citrix license.

I would like to move \$7,614.79 from Travel/Training in Funding Period 1 (Nov 1, 2019 - June 30, 2020) to Funding Period 2 (Jul 1, 2020 - June 30, 2021). Due to the COVID-19 health pandemic, the conferences our staff planned to attend were canceled. We would request to have these funds moved to Funding Period 2 (Jul 1, 2020 - June 30, 2021) so we can continue to provide services to victims of crime. The COVID-19 health pandemic continues to give uncertainty for the future. We would like to have these funds that were awarded to us to be available so we can be prepared to continue to meet the needs of crime victims during these challenging and uncertain times.



**Indirect Costs** 

TOTAL PLANNED EXPENSES

0.00

0.00

0.00

# VICTIMS OF CRIME ACT ADJUSMENT BUDGET FORM

0.00

299,294.00

\$ 39,038.00

\$ 0.00

0.00

1000	Name of Organization	Organiz	ation Fede	ral Tax Iden	tification N	umber	Org	ganization Data						DUNS #	
nation	Boone County Prosecutor's Offi	0 0	3 4	9 ailing Addre	0 7	3 7	5_		9	7	7				
	CONTRACTOR	Organization Type (Select all that apply)													
	☐ Domestic Violence/Sexual A☐ Child Advocacy Center	ters L		Valnut S reet Address											
	☐ Court Appointed Special Ad	70	5 East V	Valnut S	Street										
form	☐ Missouri Courts				City				State MO		100000000000000000000000000000000000000	Code <b>201</b>			
Organization Information	☑ Prosecuting Attorney Victim				Cour	lumbia			Website	e Δddr		201			
	☐ All Other Victims of Crime A	ici (VOCA)	Progran	115	- 1	one			www			boor	ne.co	m	
	Organization Phone Number				Organiza	tion Fax Nu									
Ong	(5 7 3)8							3)886 GE Code	· 4 1 4		Code \	talid II	ntil Da	-	
150	Organization's Commercial And Governme in the system for Award Management (SA	ent Entity (C M) <u>https://</u> v	AGE) Code	: Registration	on Number /SAM/		· CA	4 S W	R 3		<u>8</u> / <u>0</u>				
	Name of Organization's Contact Person			Email Addre				Contact Per	son's Phon	e Num	ber				
	Jessica Watson	jwat	tson@b	oonecc	untym	o.org		(5_7	3)88	6-4	1 1	1_2	X	_	
	FUNDING PERIOD	Р		AGE FOR		principal and pr	amazon en expensario	AL FUNDIN			PER PERIOD				
	TONDINGTERIOD	Total State of the Land State		t equal 10		FY	2017	FY 2018	FY 20	19	PERIOD TOTAL			TAL	
	NOV 1, 2019 - JUN 30, 2020			2.00%	%	\$		\$ 95,774.00	\$		\$_	95,7	774.0	0	
nted	JUL 1, 2020 - JUN 30, 2021		5	4.96%	%	\$ \$\$			\$	\$ 164,482.00			00_		
g Gra	JUL 1, 2021 - SEP 30, 2021			13.04%	%	\$			\$ 39,03	\$ 39,038.00			0		
Funding Granted	TOTAL		1	00.00%	%	\$ 0.00 \$ 260,256.00			\$ 39,08	\$ 299,294.00			00		
	MATCH - THE AMOUNT YOUR ORGANIZATION AGREES TO CONTRIBUTE.  This amount may be reduced if: 28 C.F.R. § 94.118 requires subrecipients to contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total  MATCH AMOUNT														
	This amount may be reduced if: 28 C.F.R. § 94.3 cost of each project." Matching requirements a tribes, or projects that operate on tribal lands, the United States (except for the Commonweal	re automatica Matchina re	ubrecipients ally waived f our ements	or subrecipie are also auto	te (i.e., matc ents "that ar matically w	n) not less tr e federally re alved for sub	ran 20 percer ecognized Am recipients "th	it (cash or in-kini ierican Indian or nat are territorie:	a) of the tota Alaska Nativ	i e ons of	IVIA	ILH	AIVIC	UNI	
	the United States (except for the Commonweal OVC Director may, at their discretion, waive in	th of Puerto l part or in full	Rico), or pro the matchin	jects that op g requireme	erate therei nts, pursuar	n. Upon requ it to 28 C.F.R.	est of the sta . § 94.118(b)(	te administering 3).	agency (SAA	), the	\$_	74,8	823.5	0	
	INSTRUCTIONS FO	REUNDING	AMOUNT	S BY BUD	GET CATEG	ORIES TAE	BLE: In this t	able find pre-p	opulated a	mount	s in the				
	"TOTAL AWARDED" row fi	elds. In the	white field	areas, you	wlll enter t	he amount	of funding		xpend in ea	ach bu					
#	Has Organization Requests	CONTRACTOR OF THE PARTY OF	SHEET STREET	SES SHOUR	If Yes, w	hat percent	t of	If Yes	, what tota	dollar	200	23/44	MSO	S // III	
247	☐ yes ☐				THE PERSON NAMED IN COLUMN 2 IN COLUMN 2						t of match was ted to be waived? \$				
S		DESCRIPTION OF	2019 - JUN	30, 2020	1111.1.2	2020 - JUN	30. 2021	JUL 1, 2021	USING END						
gorie	BUDGET CATEGORY  Fill in this Section with your planned expenses for each period	FY 2017	FY 2018		FY 2017	FV 2018	FY 2019	FY 2018	FY 20				TAL IDIN	ŝ	
et Cate	TOTAL AWARDED		95,774.00	\$	Ś	S 164,482.00	s	\$	\$ 39,03	8.00	s	299,	294.	00	
Sudge	Personnel	\$	75,829.00	ė	ć	127,980.00	ė	\$	32,57		-	236,			
s by I	Benefits	\$	8,573.00	, , , , , , , , , , , , , , , , , , ,	٠,	13,867.00	4	\$	3,575	.00	9.	District of the last of the la	)15.0		
nount	Travel/Training	\$	9,777.17	¢	¢	22,635.00	4	\$	2,886.00		\$ 35,298.1			7	
Funding Amounts by Budget Categories	Supplies/Operations	\$	1,594.83 S	s	\$	\$	\$	\$	\$ \$		1,594.83			3	
Fund	Equipment (Single item valued \$5,000 or above)	\$	\$	\$	\$	\$	\$	\$	\$		\$	0-0012	0.00		
	Contractual	ė	ė		,		,	4	,			O	.00	Pla	



## VICTIMS OF CRIME ACT ADJUSTMENT BUDGET FORM

INSTRUCTIONS FOR FUNDING AMOUNTS BY VICTIM TYPE: In this table, you will find pre-populated amounts in the "TOTAL AWARDED" row fields. In the white field areas, you will enter the amount of funding you expect to expend in each "VICTIMS SERVED" category.

The "TOTAL AMOUNT" should equal the amount provided in the "TOTAL AWARDED" row.

	TYPES OF VICTIMS SERVED	NOV 1, 2019 - JUN 30, 2020			JUL 1, 2020 - JUN 30, 2021			JUL 1, 2021 -	SEP 30, 2021	FY TOTALS			
John Myse	(SECTION 3.2)	FY 2017	FV 2018	FY 2019	FY 2017	FY 2018	FY 2019	FY 2018	FY 2019	FY 2017	FY 2018	FY 2019	
STATE OF STREET	TOTAL AWARDED (Populated from Funding Granted Section)	\$	\$_95,774.00	\$	s	\$_164,482.00	\$	\$	\$	s.0.00	\$10,214.00	39,038.00	
	Domestic Abuse	\$	\$_41,900.00	\$	\$	\$	\$	\$	\$	ş_0.00	\$ 113,861.00	\$_17,079.00	
	Child Abuse	\$	\$_3,115.00	\$	\$	\$_5,345.00	\$	\$	\$\$	ş <u>0.00</u>	\$,460.00	\$_1,269.00	
I	Sexual Assault	\$	\$_5,500.00	\$	\$	\$\$,458.00	\$	\$	\$_4,200.00	ş <u>0.00</u>	\$_14,958.00	\$_4,200.00	
	Underserved	\$	45,259.00 \$	\$	\$	77,718.00 \$	\$	\$	\$	ş 0.00	\$\$	\$_16,490.00	
	Identified Other	\$	\$	\$	\$	\$	\$	\$	\$	ş_0.00	\$ 0.00	s_0.00	
	TOTAL AMOUNT	s 0.00	\$ 95,774.00	\$ 0.00	\$ 0.00	\$ 164,482.00	\$ 0.00	\$ 0.00	\$9,038.00	ş 0.00	5 all (23 + 10)	\$ 39,038.00	

Our office is now paperless, which requires all of our assistant prosecutor's to have a laptop. The laptops are used by the assistant prosecutor's to appear in court, when meeting with victims, and when working remotely, including when they are on-call. In order to meet with victims in a secure location and have access to reports, photos, etc. to discuss cases and prepare for trial, each assistant prosecutor has to have a laptop and Citrix license. The Citrix license gives the assistant prosecutor the ability to access everything that is on their desktop in their office. The estimated cost for the laptop is \$1,200.78 and \$394.05 for the Citrix license. We would like to move \$1,594.83 from Travel/Training to Supplies/Operations to purchase a laptop and a Citrix license in Funding Period Nov 1, 2019 – June 30, 2020.

#### **Jessica Watson**

From:

Johnson, Benjamin < Benjamin.Johnson@dss.mo.gov>

Sent:

Wednesday, July 1, 2020 2:56 PM

To:

Jessica Watson

Subject:

**RE: Budget Adjustment Form** 

Good afternoon Jessica,

Hope all is well. Your "Adjustment" has been approved.

Bless,

From: Jessica Watson < JWatson@boonecountymo.org>

Sent: Wednesday, July 1, 2020 1:12 PM

To: Johnson, Benjamin <Benjamin.Johnson@dss.mo.gov>; VOCA Unit, FSD <FSD.VOCAUnit@dss.mo.gov>

Subject: RE: Budget Adjustment Form

If possible, I would like to have written approval or dis-approval of this request. Written documentation is needed for our Auditor's office.

Please let me know if you have any questions.

Thank you!

Jessica Watson
Office Administrator
Boone County Prosecuting Attorney's Office
705 East Walnut Street, 4<sup>th</sup> Floor
Columbia, MO 65201
(573)886-4112
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

From: Jessica Watson '

Sent: Thursday, June 11, 2020 9:12 AM

To: Johnson, Benjamin < Benjamin.Johnson@dss.mo.gov >; dfas.vocaunit@dss.mo.gov

Subject: RE: Budget Adjustment Form

Ben,

Please find attached a budget adjustment form with corrected numbers in the second funding period (July 1, 2020 – June 30, 2021). I apologize for the typos I had in this funding period in the original form I sent.

Thank you for your continued support. Our office is grateful for the opportunity to continue to receive funds through VOCA.

Please let me know if you have any questions.

Thank you!

Jessica Watson
Office Administrator
Boone County Prosecuting Attorney's Office
705 East Walnut Street, 4<sup>th</sup> Floor
Columbia, MO 65201
(573)886-4112
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

From: Jessica Watson

Sent: Wednesday, June 10, 2020 3:24 PM

To: Johnson, Benjamin < Benjamin.Johnson@dss.mo.gov >; dfas.vocaunit@dss.mo.gov

Subject: RE: Budget Adjustment Form

Benjamin,

Please find attached a budget adjustment form.

Please let me know if you have any questions.

Thank you!

Jessica Watson
Office Administrator
Boone County Prosecuting Attorney's Office
705 East Walnut Street, 4<sup>th</sup> Floor
Columbia, MO 65201
(573)886-4112
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

From: Johnson, Benjamin <Benjamin.Johnson@dss.mo.gov>

Sent: Wednesday, June 10, 2020 3:06 PM

To: Jessica Watson < JWatson@boonecountymo.org>

Subject: RE: Budget Adjustment Form

From: Jessica Watson < JWatson@boonecountymo.org>

Sent: Wednesday, June 10, 2020 8:18 AM

To: Johnson, Benjamin < Benjamin.Johnson@dss.mo.gov >; VOCA Unit, FSD < FSD.VOCAUnit@dss.mo.gov >

Subject: Budget Adjustment Form

Good morning,

I am wanting to check on the status of the request for the attached budge adjustment. Please see the email below detailing the request.

Please let me know if you have any questions.

Thank you!

Jessica Watson
Office Administrator
Boone County Prosecuting Attorney's Office
705 East Walnut Street, 4<sup>th</sup> Floor
Columbia, MO 65201
(573)886-4112
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.

From: Jessica Watson

Sent: Monday, April 27, 2020 2:31 PM

To: Johnson, Benjamin

**Subject:** Budget Adjustment Form

Ben,

Please find attached the corrected budget adjustment request form. We are in the process of hiring a new Assistant Prosecuting Attorney who will be prosecuting cases that involve violence against women. Our office is now paperless, which requires all of our assistant prosecutor's to have a laptop. The laptops are used by the assistant prosecutor's to appear in court, when meeting with victims, and when working remotely, including when they are on-call. In order to meet with victims in a secure location and have access to reports, photos, etc. to discuss cases and prepare for trial, each assistant prosecutor has to have a laptop and Citrix license. The Citrix license gives the assistant prosecutor the ability to access everything that is on their desktop in their office. The estimated cost for the laptop is \$1,200.78 and \$394.05 for the Citrix license. We would like to move \$1,594.83 from Travel/Training to Supplies/Operations to purchase a laptop and a Citrix license in Funding Period Nov 1, 2019 – June 30, 2020.

Thank you,

Jessica Watson

Office Administrator
Boone County Prosecuting Attorney's Office
705 East Walnut Street, 4<sup>th</sup> Floor
Columbia, MO 65201
(573)886-4112
(573)886-4148 Fax

This email may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error), please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the material in this email is strictly forbidden.