

Interoffice
MEMORANDUM

To: Rodney A. Hathaway, County Administrator
From: Rebecca F. Guthrie, Director of Financial Services
Subject: FY24 Supplemental Appropriations For Munis (December 11, 2023 BOS Meeting)
Date: December 19, 2023

FY2023-2024

This memo is to request the following supplemental appropriations:

	Revenue	Expenditure
<u>To Appropriate Animal Shelter Donations</u>		
<i>Donations totaling \$1,609,000 received by Sheriff Department</i>		
REVENUE:		
110918-318402 Animal Shelter Donations	\$ (1,609.00)	
EXPENDITURE:		
11351000-403190 Veterinarian Services		\$ 1,609.00
<u>To Appropriate Gifts & Donations</u>		
<i>Fire: William and Elizabeth Blanks (\$100); Julian and Deborah Ward (\$50)</i>		
REVENUE:		
110918-318401 Gifts & Donations	\$ (150.00)	
EXPENDITURE:		
11321000-405894 Public Education Donations-Fire		\$ 150.00
<u>To Appropriate Funds Received from VRSA Insurance</u>		
<i>Sheriff's Dept. - Claim #02-23-55465-1-AP, DOL: 12/01/2023-12/01/2023 (\$909.75)</i>		
<i>Public Utilities - Claim #02-23-55334-1-AP, DOL: 11/11/2023-11/30/2023 (\$917.68)</i>		
<i>General Services - Claim #02-23-55399-1-AP, DOL: 12/01/2023-12/05/2023 (\$2204.53)</i>		
REVENUE:		
110918-318203 Insurance Recoveries	\$ (3,114.28)	
370966-366107 Insurance Recoveries	\$ (917.68)	
EXPENDITURE:		
11312000-405840 Insurance Damages/Recoveries		\$ 909.75
11432000-405840 Insurance Damages/Recoveries		\$ 2,204.53
37910300-405840 Insurance Damages/Recoveries		\$ 917.68
<u>To Appropriate Funds for Sheriff Extra Duty Private and Sheriff Extra Duty Schools</u>		
<i>New Kent Chamber of Commerce-Sheriff: 10/14/2023 (\$795.30) Home Building Association of Richmond-Sheriff: 10/16/2023-10/30/2023 (\$10,277.65) Schools-Sheriff: 11/1/2023 (\$355.25)</i>		
REVENUE:		
110919-319204 Recovered Costs - Misc.	\$ (11,428.20)	
EXPENDITURE:		
11312000-401304 Salaries-Supplemental Activities		\$ 11,072.95
11312000-401320 Extra Security Detail-Schools		\$ 355.25
<u>To Appropriate Funds for Fire-Rescue Extra Duty Private</u>		
<i>New Kent Chamber of Commerce-Fire-Rescue: 10/14/2023 (\$862.40)</i>		
REVENUE:		
110919-319207 Special Events Recovery	\$ (862.40)	
EXPENDITURE:		
11321000-401310 Special Duty		\$ 862.40
<u>To Reimburse Funds for Independence Day Celebration</u>		
<i>Sheriff's Office (\$3,568.19)</i>		
REVENUE:		
110918-318201 Refunds & Reimbursements	\$ (3,568.19)	
EXPENDITURE:		
11312000-401200 Wages-Overtime Regular		\$ 2,781.13
11312000-405530 Travel (Subsistence & Lodging)		\$ 14.46
11314000-401200 Wages-Overtime Regular		\$ 209.24
11217000-401200 Wages-Overtime Regular		\$ 563.36

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Date: December 19, 2023

FY2023-2024

This memo is to request the following supplemental appropriations:

	Revenue	Expenditure
<u>To Appropriate Funds for the Grand Illumination:</u>		
<i>Silent Auction (\$161); Commemorative Cup (\$55); Silent Auction (\$262); Commemorative Cup (\$285); Absolute Exterior Concepts (\$350); Christian & Dombroski Properties (\$300); Donna D Gammon (\$40)</i>		
REVENUE:		
110918-318405	\$ (1,453.00)	
Grand Illumination Donations		
EXPENDITURE:		
11110200-405843		\$ 1,453.00
Special Events		
<u>To Appropriate Funds for Parks and Recreation CO-Sponsorship Fees</u>		
<i>New Kent Giants Travel Ball (\$800); New Kent Youth Association Football (\$2,512); NK Girls Softball League (\$300)</i>		
REVENUE:		
110612-316553	\$ (3,612.00)	
P&R Co-Sponsorship		
EXPENDITURE:		
11715000-405844		\$ 3,612.00
Sponsor Facility Improvement		
<u>To Appropriate PERP Funds Received</u>		
<i>Local Only PERP</i>		
REVENUE:		
250919-319204	\$ (4,743.36)	
Recovered Cost Misc.		
EXPENDITURE:		
25532100-400703		\$ 4,743.36
Local Only PERP		
<u>To Appropriate Interest Income November 2023 for 2022 W&S Bond</u>		
<i>November 2023 (\$18,590.62)</i>		
REVENUE:		
370961-361101	\$ (18,590.62)	
Interest on Investments		
EXPENDITURE:		
37940000-408642		\$ 18,590.62
Solids Stabilization Dewatering		
<u>To Appropriate Funds for Social Service's Requested Shed</u>		
<i>Shed for Social Services</i>		
REVENUE:		
250924-324200-20609	\$ (7,500.00)	
State Reimbursement		
250949-349201	\$ (2,500.00)	
Trans from General		
EXPENDITURE:		
25531000-408008		\$ 10,000.00
Office Renovations		
11931000-409206		\$ 2,500.00
Trans to Social Services 1201		
11914000-409301		\$ (2,500.00)
Reserve for Contingency		
<u>To Appropriate Funds Received from Vending Machine Sales:</u>		
<i>Sheriff's Office (\$12.46)</i>		
<i>Administration (\$40.35)</i>		
REVENUE:		
110918 318204	\$ (52.81)	
Vending Machine Sales		
EXPENDITURE:		
11312000 406002		\$ 12.46
Food & Serving Supplies		
11122200 406038		\$ 40.35
Food & Serving Supplies - Employee Functions		
<u>To Appropriate LE ARPA Grant Funds</u>		
<i>2023 Arpa Grant</i>		
REVENUE:		
130933-333300-30107	\$ (21,000.00)	
SHERIFF - ONE TIME GRANTS		
13312000-408001-12013		\$ 21,000.00
Law Enforcement Equip ARPA		
	\$ (81,101.54)	\$ 81,101.54



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

November 21, 2023

Rodney Hathaway
County Administrator
12007 Courthouse Circle
New Kent, Virginia 23124

Appropriate \$21,000
Revenue Acct: 130933-333300-30107
Expenditure Acct: 13312000-408001-12013

RE: 508516-LE ARPA - Law Enforcement Equipment

Dear Rodney Hathaway:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **509599** and was approved for a total award of **\$154,000**, funded through Award Number **21.027 (2023 ARPA)**. The project period is **7/1/2022** through **6/30/2024**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. In addition, there may be "Action Item" Special Conditions related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to rr-learpagrants@dcjs.virginia.gov. Please note that you will not be able to draw down funds on this grant until DCJS receives the signed SOGA, and the grant is in Underway status in OGMS. If you have any questions, please contact your DCJS Grant Monitor through the OGMS portal, or contact the ARPA staff at rr-learpagrants@dcjs.virginia.gov.

Sincerely,

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

508516-LE ARPA - Law Enforcement Equipment

Subgrantee:	New Kent
DCJS Grant Number:	509599
UEI Number:	LN5BP2AWNE18
Grant Start Date:	7/1/2022
Grant End Date:	6/30/2024
Federal Grant Number(s):	21.027 (2023 ARPA)
Federal Awardee:	U.S. Department of Treasury
Federal Catalog Number:	21.027
Project Description:	Coronavirus State and Local Fiscal Recovery Funds
Federal Start Date:	7/1/2022

Federal Funds:	\$133,000		
Increase Amount:	\$21,000		
Local Match:	_____		
Total Budget:	\$154,000	Indirect Cost Rate: _____%	*If applicable

Project Director	Project Administrator	Finance Officer
Lee Bailey Chief Deputy 11995 Courthouse Circle New Kent, Virginia 23124 804-966-9560 LSBailey@newkent-va.us	Rodney Hathaway County Administrator 12007 Courthouse Circle New Kent, Virginia 23124 804-966-9683 RAHathaway@newkent-va.us	Rebecca Guthrie Finance Director 12007 Courthouse Circle New Kent, Virginia 23124 804-966-9694 RFGuthrie@newkent-va.us

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____