

JUL 22 2019

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

Approved

SUBMITTED BY:

TODAY'S DATE: 07/09/2019

DEPARTMENT: Auditor

SIGNATURE OF DEPARTMENT HEAD:

REQUESTED AGENDA DATE: 07/22/2019

SPECIFIC AGENDA WORDING : Consideration of approval of transfer of funds from the County Projects Fund 0200, the current fund balance, to the General Fund in accordance with new accounting plan for County Projects.

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 3 min.

ACTION ITEM:

<p>_____</p> <p>(Anticipated number of minutes needed to discuss item)</p>	<p>WORKSHOP _____</p> <p>CONSENT: _____</p> <p>EXECUTIVE: _____</p>
--	--

STAFF NOTICE:

COUNTY ATTORNEY: x	IT DEPARTMENT:
AUDITOR: _____	PURCHASING DEPARTMENT: _____
PERSONNEL: _____	PUBLIC WORKS: _____
BUDGET COORDINATOR:	OTHER: _____

*******This Section to be Completed by County Judge's Office*******

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

**JOHNSON COUNTY PROJECTS
PROCEDURE WHEN
ADMINISTERED BY A ROAD & BRIDGE DEPARTMENT
(As of July 2019)**

COUNTY

- ❖ Commissioners Court approves a project and approves the precincts share in the work
- ❖ Commissioners Court approves the transfer of funds from 0100-5100-57XXX-GG to an applicable Construction fund
 - Small project – transfer to Fund 7050 (fund created to track small construction projects) and apply a project code
 - Large project – transfer to a Capital Projects Fund 7XXX

County reimburses precinct for their portion of the work following the precinct actions below

R&B PRECINCT

- ❖ Execute precinct portion of the project
- ❖ Charge expenses through the precinct budget
- ❖ Keep a detailed record of salary and materials
- ❖ Invoice the county for reimbursement from the applicable construction funds, attaching all appropriate supporting documentation

EQUIPMENT USE

- ❖ Equipment owned by JOCO is housed at a precinct
- ❖ Precinct maintains the equipment out of the precinct budget
- ❖ Precinct keeps a detailed record of expenses
- ❖ Precinct invoices the county for reimbursement of maintenance expenses from 0100-5100-53440-GG (Equip R&M), attaching all appropriate supporting documentation

ACCOUNTING:

To Fund the Project:

To Reimburse R&B for Expenses Incurred:

Initial Transfer from General Fund

Reclass of R&B Expenditures to Project Fund

General Fund

Project Fund

Project Fund

R&B Fund

DR Transfer

DR Cash

DR Expense

DR Cash

CR Cash

CR Transfer

CR Cash

CR Expense