



Re: Law Library Budget

1 message

Deena Finley <dfinley@blounttn.org>
To: Laura Fields <lfields@blounttn.org>
Cc: Tamra D Walker <twalker@blounttn.org>

Mon, May 3, 2021 at 10:31 AM

Good morning and Happy Monday,

In review of the transactions, the reason the additional amount of \$120 did not accrue to the current year is due to the PO not being opened to cover 12 pmts at \$770 each. The PO #20200261 was opened for 12 pmts at \$760.00.

Current Year PO #20210081 open for \$9,212.00 would be for 12 pmts at \$767.67. Current monthly bill is running at \$776.00

****Tamra, you need a change order for PO 20210081 for \$100.00 to cover the remaining balance for this year.**

****Plus \$120 Budget Amendment to cover last year's amount.**

Total Budget Amendment - Use of Fund Balance needs to be \$220.00.

Deena Finley

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On Thu, Apr 29, 2021 at 11:56 AM Laura Fields <lfields@blounttn.org> wrote:

Hi Deena,

Please see below from Tamra. It looks like the amount they are over in 114-58400-533300 should have been accrued back to 19-20 last July. I'm assuming it's too late to fix this accrual. Will we just need to take a budget increase to Commission or is there another course of action we need to take?

Thanks!

Laura Fields, CPA

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On Tue, Apr 27, 2021 at 11:57 AM Tamra D Walker <twalker@blounttn.org> wrote:

Laura,

Upon researching our law library account, I feel that the \$120 we are short is from last year. There is an entry that is marked PO Batch for that amount but is not marked as carryover. The 650.00 dated the same day is marked as carryover and if combined it equals the amount of the June payment of \$770.00. Please let me know how you wish for me to proceed.

On Fri, Apr 23, 2021 at 10:27 AM Laura Fields <lfields@blounttn.org> wrote:

Hi Tamra,

I noticed that the 114-58400-533300 is currently over budget due to the open encumbrance on the account. Will we need to take a budget increase to cover this or does the encumbrance need to be changed?

Thanks!

Laura Fields, CPA

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Tamra Walker

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