

**BOARD OF SUPERVISORS
 COUNTY OF MADISON
 PROPOSED SUPPLEMENTAL APPROPRIATION
 DATE:**

6/13/23

FY 2023

Type of Supplement
Interdepartmental transfer (same fund)
Interfund transfer
Revenue/Expense offset
Use of contingency
Other use of fund balance not in original budget

X

PURPOSE:

Madison County Clerk of the Court - LVA Records Grant FY23

GL Account Reference	Account Type	Fund Name	Department	Object Code/Source	Debit	Credit
1110-4210-02-21700-665897-0000-0000000-00000-0000	Exp	General Fund	Clerk of the Court	Item Conservation Grant	27,340.00	
1110-0000-00-00000-424119-0000-0000000-00000-0000	Rev	General Fund		LVA Records Grant		27,340.00

27,340.00 27,340.00

Amount for Board to vote on

27,340.00

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Upon approval by the Board of Supervisors, the County Administrator shall forward a signed copy of the proposed supplement appropriation to the County Finance Director.

 _____ Date 6/14/23

Jonathon R. Weakley, County Administrator

FY2023 Proposed Supplemental Appropriation #18_06132023

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM
VERIFICATION OF WORK FORM—Reformatting/Indexing Grant**

Grant Agreement No. 2023FY-056

Locality: Madison County

Date: 2/13/2023

The Verification of Work Form must be completed and returned to the Library of Virginia along with a copy of the vendor's invoice within **15 days of completion of grant project**. LVA will only release grant funds to the locality upon receipt of verification of work form and a copy of the vendor's invoice.

Grant funds will only be disbursed to the fiscal office of the locality. As determined by instructions from the Auditor of Public Accounts, these funds must be released to the locality's fiscal office (i.e. Treasurer's Office or Department of Finance). Funds will be released within thirty days of submission of a completed verification of work form and a copy of vendor's invoice.

Mail (or email) to:

Tracy Harter CCRP Consulting Archivist
800 East Broad Street
Richmond, VA 23219-8000
tracy.harter@lva.virginia.gov

A) Fiscal Office Information

Include the following - Name of Fiscal Officer (Treasurer, Director of Finance, or locality administrator), Name of Locality, Address, and Phone Number of Fiscal Office:

Treasurer of Madison County
Stephanie Murray, Treasurer
PO Box 309
Madison, VA 22727 (540) 948-4409

Federal Identification Number (FIN) of the Treasurer's Office or Department of Finance:

546001409

To Be Completed by Library of Virginia Staff Only		
Verification Form Received and Approved For Payment by:	FIPS Code _____	FUND <u>02202</u>
	TIN# _____	PROG <u>137/006</u>
Name _____	VO# _____	DEPT <u>93520</u>
	Date _____	CC <u>761</u>
Date _____	BUS. UNIT <u>20200</u>	PROJECT <u>LVA91112</u>
	\$PAID _____	DUE DATE _____
ACCOUNT# <u>5014310</u>		

**CIRCUIT COURT RECORDS PRESERVATION PROGRAM
VERIFICATION OF WORK FORM**

B) Verification of Work information

1) Was work completed by Vendor as requested in grant application? Yes No N/A

2) If not, please explain: (i.e. explain specific circumstances)

3) Is further action required from Vendor? Yes No N/A

4) If yes, please explain (i.e. explain specific actions needed)

5) Describe the significant benefits provided by this grant project. **By digitizing and importing these books into our Land Records system, we now have available book 1 through book 221 on the system and available for our Secured Remote Access Users. This means less handling of these old books and less foot traffic in the record room. Users are able to make there own copies without lifting the heavy books onto the copy machine and less risk of damaging the pages.**


6) Is vendor's invoice attached to this form?

Yes No

Signatures:

LVA Representative

Date: _____



Circuit Court Clerk

Date: June 5, 2023



C.W. Warthen
RECORDS PRESERVATION SPECIALISTS

Invoice

P.O. BOX 6277 • ASHLAND, VA 23005

INVOICE NUMBER: .55683

Date: 05/30/23

BILL TO: Madison Circuit Court
Leeta D. Louk, Clerk
P.O. Box 220
Madison, VA 22727

Terms: Net 30

P.O. Number: Verbal

Description	Quantity	Rate	Amount
Digitization & Importing Deed Books 1-59		27340.00	27,340.00

Thank you for your business! If you would like to make a payment with a credit card, please add 5% to the total amount and call us at (804) 559-5949.

TOTAL INVOICE AMOUNT \$27,340.00

C.W. Warthen Inc.
P.O. BOX 6277
ASHLAND, VA 23005

Phone: (804) 559-5949

krista@cwwarthen.com

www.cwwarthen.com



LIBRARY OF VIRGINIA

Sandra Gioia Troadway
Librarian of Virginia

Jan. 9, 2023

Grant Agreement Number: 2023FY-056

The Honorable Lecta D. Louk
Clerk of the Circuit Court
Madison County
P.O. Box 220
Madison, VA 22727

Dear Ms. Louk,

The Circuit Court Records Preservation Grants Review Board met on Friday, Jan. 6th, 2023 to consider 125 applications submitted from 99 localities. It is our pleasure to inform you that your Reformatting/Indexing grant application to the Virginia Circuit Court Records Preservation Program has been **approved in the full amount of \$27,340.00. Deed Books 20 volumes: v40-59; Deed Books 39 volumes: v1-39.** This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Award Certification form included with this letter. This agreement, along with the original grant application, details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it electronically or by mail **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). Contact your reformatting/indexing vendor representative to make arrangements for them to begin the project. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with this year in preparation for the 2024FY grant cycle.

Sincerely,

Gregory E. Crawford
State Archivist

Edward F. Jewett
President, Virginia Court Clerks' Association

