

# TOWN OF KILL DEVIL HILLS

## BUDGET AMENDMENT REQUEST



|                                    |
|------------------------------------|
| <i>Finance Department Use Only</i> |
| Budget Amendment Number: 22        |
| Finance Officer:                   |

| INCREASE (DECREASE) |                            |           | INCREASE (DECREASE) |                     |           |
|---------------------|----------------------------|-----------|---------------------|---------------------|-----------|
| CODE                | ACCOUNT DESCRIPTION        | AMOUNT    | CODE                | ACCOUNT DESCRIPTION | AMOUNT    |
| 5450 547000         | Fleet Maintenance Supplies | 12,900.00 | 10 499100           | Undesignated FBA    | 12,900.00 |
| TOTAL               |                            | 12,900.00 | TOTAL               |                     | 12,900.00 |

JUSTIFICATION: To allow for the write off of additional obsolete inventory.

RECOMMENDED:

APPROVED: \_\_\_\_\_

DATE: June 27, 2018

**ATTACHMENT CA-2A**



**TOWN OF KILL DEVIL HILLS**  
*Land Where Flight Began*

MEMORANDUM

June 19, 2018

TO: Debbie Diaz, Town Manager

FROM: Beverly Kissinger, Finance Director *BK*  
Stuart Hoggard, Fleet Maintenance Supervisor *SH*

SUBJECT: Obsolete Fleet Inventory

The fleet maintenance division is in the process of converting fleet data and records from a software program that is no longer being supported to MUNIS Fleet module which will track work orders, update inventory, and integrate with MUNIS financials. During this process, a thorough physical inventory count was taken this past week to ensure that all parts etc are accounted for and are properly located according to the description in the module. During the physical count we discovered additional obsolete parts that were purchased between 1993 and 2005 that no longer service any vehicles or equipment in the fleet and have no material value to the Town. I would like to remove these parts from inventory and have them sold on GovDeals. Going forward, this up to date inventory will expedite future counts, and aid in locating needed parts and reorder points more efficiently.