




Finance Department

Donna B. Williams, CGFM
Director

Timothy E. Schroer, CPA, CGMA
Deputy Director

Memorandum

To: Scott Rountree, Chief Appraiser
From: Timothy Schroer, Deputy Director Finance Department 
Date: March 13, 2024
Subject: 2024 Capital Outlay

The 2024 Capital Outlay Funds have been allocated. The new capital for Tax Assessor's Office is \$104,000 (272-01-5710/54-24320).

Annual capital fund allocations are for projects and/or purchases that will be completed during the current fiscal year. Unexpended funds are carefully reviewed by Administration and Finance as part of the year end process. Carry Over and Budget Transfer Requests (BTR) for such funds will be considered for extenuating circumstances (delayed projects, invoices, etc.), but will require a detailed explanation to be submitted to Finance no later than December 31st. For additional assistance regarding capital, you may contact Sophia Tian, Finance Department at (706) 821-4202.