

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

05/09/2026 to 05/21/2026

Prepared by: Gregory C. Harrell, Marion County Clerk of Court and Comptroller - Budget Department

Pursuant to Florida Statute 129.06, Execution and Amendment of Budget, the County Budget Officer has executed the following Budget Transfers as authorized by the Marion County Board of County Commissioners, Commission Policy 19-01. The Budget Transfers adhere to the following conditions:

- A. The budget transfer does not change the total expenditure appropriations of a Cost Center; and
- B. The transfer adheres to the following account restrictions:
 - i. The transfer occurs between personnel expenditure accounts (line item account codes 510000 through 529999); or
 - ii. The transfer occurs between operating expenditure accounts (line item account codes 530000 through 559999); and
- C. The transfer per line item account is \$10,000 or less; and
- D. The transfer is approved by the County Administrator; and
- E. The transfer is reviewed and approved by the County Budget Officer.

General Fund

Public Relations

Journal Number # 2026-8-334 *Date Executed:* 05/13/2026

Additional funds are needed to cover software expense that is used by the PR department. Funds are available in Printing and Binding to cover what we need to properly code our invoices.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 106	- 547101	Printing and Binding	\$1,000
To	0010	- 106	- 554101	Books Publications and Subscriptions	\$1,000

Information Technology

Journal Number # 2026-8-1067 *Date Executed:* 05/19/2026

Information Technology has experienced a greater need than the \$360.00 budgeted in dues and memberships for FY26. IT is requesting to transfer \$140.00 to cover the cost of the annual Best Buy membership. Renewing this membership will allow the County to continue receiving savings realized through special pricing, free shipping, protection plans, extended return window, and tech support.

Transfer from Office Supplies to Dues & Memberships

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 174	- 551101	Office Supplies	\$140
To	0010	- 174	- 554201	Dues and Memberships	\$140

Procurement Services

Journal Number # 2026-8-1375 Date Executed: 05/19/2026

Procurement is needing to purchase office chairs for three employees. Operating Supplies budget does not contain enough funds to cover the amount that is needed; however funds are available in Office Supplies.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 551101	Office Supplies	\$2,000
To	0010	- 176	- 552108	Operating Supplies	\$2,000

Facilities Management

Journal Number # 2026-8-925 Date Executed: 05/19/2026

Facilities Management expended the majority of our travel and per diem budget on project management training for three (3) team members. We currently have vehicle toll invoices that need to be expensed against this account, however have insufficient funds. We are also looking to send three (3) team members to the Florida Facilities Information Network (FFIN) Symposium which encompasses Facilities departments throughout the state that come together to discuss operational efficiency, challenges and innovative solutions.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 534101	Contract Serv Other Misc	\$4,000
To	0010	- 180	- 540101	Travel and Per Diem	\$4,000

Facilities Management

Journal Number # 2026-8-991 Date Executed: 05/19/2026

Facilities Management's operating account for the jail facility is fully expended. This account covers tools, operating supplies and janitorial supplies for the jail maintenance location. With the jail team now fully staffed, we have had to purchase tools for new team members, as well as replace older tools.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 534116	Contract Serv Janitorial	\$9,000
To	0010	- 180	- 552135	Operation Supplies Jail	\$9,000

Code Enforcement

Journal Number # 2026-8-859 Date Executed: 05/19/2026

Code Enforcement performs a background search on all chairpersons for bingo licenses, there were additional changes and cost associated with this processes. The current PO 02600277 does not have sufficient funds to cover the last invoice received. The funds are in Postage & Freight to be moved to Professional Services

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 317	- 542201	Postage and Freight	\$1,000
To	0010	- 317	- 531109	Professional Services	\$1,000

Southeastern Livestock Pavilion

Journal Number # 2026-8-950 Date Executed: 05/19/2026

The Southeastern Livestock Pavilion (SELP) is requesting approval to transfer funds from Travel and Per Diem, Training and Education, and Repairs and Maintenance of Equipment budget lines to Operating Supplies for the purchase of an ADA ramp for the auditorium stage. The ADA ramp is needed to improve accessibility and ensure the facility can safely accommodate all participants, guests, and performers using the stage area. This expense was not anticipated during the budget planning process but became necessary to address an operational and accessibility need within the facility.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 370	- 540101	Travel and Per Diem	\$300
From	0010	- 370	- 555501	Training and Education	\$2,000
From	0010	- 370	- 546301	Repairs and Maint Equipment	\$7,500
To	0010	- 370	- 552108	Operating Supplies	\$9,800

Veterans Service Office

Journal Number # 2026-8-678 Date Executed: 05/11/2026

Funds in Operating Supplies - Veterans Memorial Park are not adequate to cover the increased expenses of hosting the Memorial Day 250th Event. Needed funds are available in the Utility Services budget to cover the shortfall.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 378	- 543101	Utility Services Elc Wtr Swr	\$400
To	0010	- 378	- 552112	Operating Supplies Veteran Memorial Park	\$400

Veterans Service Office

Journal Number # 2026-8-1129 Date Executed: 05/19/2026

Funds in Operating Supplies - Veterans Memorial Park are not adequate to cover the cost of the planned flyover for the Memorial Day 250th Event. Needed funds are available in the Utility Services budget to cover the cost.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 378	- 543101	Utility Services Elc Wtr Swr	\$1,000
To	0010	- 378	- 552112	Operating Supplies Veteran Memorial Park	\$1,000

Veterans Service Office

Journal Number # 2026-8-1573 Date Executed: 05/19/2026

Funds in Operating Supplies - Veterans Memorial Park are not adequate to cover the cost of the memorial brick pavers. Needed funds are available in the Communications budget to cover the cost.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 378	- 541101	Communications Services	\$1,600
To	0010	- 378	- 552112	Operating Supplies Veteran Memorial Park	\$1,600

Fine and Forfeiture Fund

State Attorney Technology

Journal Number # 2026-8-1929 Date Executed: 05/20/2026

Allocate additional funds to cover the invoice for services performed as part of the 4th-floor buildout. The current Contract Services budget does not have sufficient funding for this expense, and the adjustment is required to ensure timely payment.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1010	- 206	- 552116	Operating Supplies Computer Hardware	\$9,500
To	1010	- 206	- 534101	Contract Serv Other Misc	\$9,500

County Transportation Maintenance Fund

Transportation

Journal Number # 2026-8-1435 *Date Executed:* 05/19/2026

Training Materials & Supplies requires an increase to purchase training tools for first aid kits. Funds are available from Training & Education

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1020	- 400	- 555501	Training and Education	\$220
To	1020	- 400	- 555301	Training Materials and Supplies	\$220

Criminal Justice Court Costs Fund

Juvenile Alternative Program Drug Court

Journal Number # 2026-8-656 *Date Executed:* 05/13/2026

Due to an increase in Spanish-speaking participants in the program, additional program materials and resources in Spanish are needed to ensure effective participation and access to services. Funds are available within professional services because we've had a grant that has covered a portion of the drug screening costs for our Youth Court programs, resulting in a less being spent from the County budget. Future budgets will be adjusted to ensure adequate funds are available.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1052	- 272	- 531109	Professional Services	\$1,000
To	1052	- 272	- 554101	Books Publications and Subscriptions	\$1,000