

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

01/10/2025 to 01/23/2025

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

County Administrator

Journal Number # 2025-4-1367 *Date Executed:* 01/22/2025
 Transfer funds from Operating Supplies Computer Hardware to Contract Services for another 2 weeks of temporary staff to cover for an employee on FMLA and Computer Software for Adobe license overage.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 105	- 552116	Operating Supplies Computer Hardware	\$2,100
To	0010	- 105	- 552106	Computer Software	\$100
To	0010	- 105	- 534101	Contract Serv Other Misc	\$2,000

Public Relations

Journal Number # 2025-4-435 *Date Executed:* 01/10/2025
 Transfer funds from Promotional Activities to Computer Software to cover unexpected costs. Adobe Invoice was budgeted for Public Relations this Fiscal Year, but did not include Adobe Cloud License. This funding is being moved to cover the cost of the Adobe Cloud Invoice that was paid.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 106	- 548101	Promotional Activities	\$2,400
To	0010	- 106	- 552106	Computer Software	\$2,400

Procurement Services

Journal Number # 2025-4-1211 *Date Executed:* 01/16/2025
 Transfer funds from Computer Software to Books, Pubs & Subscriptions in the amount of \$220.00. This request will cover the purchase of our annual subscriptions Canva and SurveyMonkey. These subscription services are vital to Procurement's vendor events. This is a one-time transfer.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 552106	Computer Software	\$220
To	0010	- 176	- 554101	Books Publications and Subscriptions	\$220

Code Enforcement

Journal Number # 2025-4-763

Date Executed: 01/14/2025

Funds are needed to pay for foreclosure filing fee and process server fee for upcoming foreclosure on code enforcement liens. The Cost of foreclosure filings fee is \$425.00 and the average process server fee is \$100.00. Funds are available in Contract Ser - Other Misc. to transfer \$425 to Other Curr Chrg and \$100 to Professional Services.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 317	- 534101	Contract Serv Other Misc	\$525
To	0010	- 317	- 531109	Professional Services	\$100
To	0010	- 317	- 549120	Other Current Charges Clerk	\$425

Insurance Fund

Employee Wellness Program

Journal Number # 2025-4-472

Date Executed: 01/10/2025

Implementing the new software for the Wellness Center requires additional hardware. This need was identified after the budget process was complete. Originally, the items were going to be charged to Operating Supplies. However, they were ultimately coded to Operating Supplies - Computer Hardware and Computer Software. This will be a one-time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 163	- 552108	Operating Supplies	\$153
To	5010	- 163	- 552116	Operating Supplies Computer Hardware	\$153