

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

06/06/2025 to 06/19/2025

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 cdes 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

#### Employee Health Clinic

Journal Number # 2025-9-784 Date Executed: 06/13/2025

We are requesting a one-time transfer from Medical Supplies to Dues & Memberships. These funds are needed to cover an annual automatic subscription for unlimited access to a training platform for nursing continuing education and having to pull from this account earlier in the year to repair the hearing booth. The new Health Clinic being constructed will help offset the cost of our medical supplies, making funds available in Medical Supplies.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 172	- 552103	Medical Supplies	\$60
To	0010	- 172	- 554201	Dues and Memberships	\$60

#### Information Technology

Journal Number # 2025-9-644 Date Executed: 06/11/2025

Information Technology is requesting funds of \$135.00 be transferred from Operating Supplies to Dues & Memberships to cover membership costs. Funds are available in Operating Supplies due to savings through special pricing, free shipping and tech support.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 174	- 552108	Operating Supplies	\$135
To	0010	- 174	- 554201	Dues and Memberships	\$135

**Parks and Recreation***Journal Number #* 2025-9-126*Date Executed:* 06/09/2025

The Parks & Recreation Department requires a fund transfer to Rentals and Leases Equipment to accommodate an increase to rent specialized equipment for fire trail maintenance. The Department aims to enhance efficiency and improve the current fire trail system with the rental of a forestry mulcher. The mulcher will enable us to efficiently clear and maintain these vital access routes, greatly improve our readiness to safeguard our surrounding properties. Funds are available from Operating Supplies due to reprioritized purchases for FY25.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 552108	Operating Supplies	\$1,285
To	0010	- 360	- 544101	Rentals and Leases Equipment	\$1,285

**Southeastern Livestock Pavilion***Journal Number #* 2025-9-127*Date Executed:* 06/09/2025

The Southeastern Livestock Pavilion (SELP) needs to transfer funds into Contracted Services for an increase and upgrade of our courier services. Our current courier provider has raised their rates this year following the establishment of the original purchase order, prompting this request for a fund transfer. This transfer will allow the department to continue to utilize the courier services without any delays in the service. Funds are available from Promotional Activities due to reprioritized purchases for FY25.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 370	- 548101	Promotional Activities	\$750
To	0010	- 370	- 534101	Contract Serv Other Misc	\$750

**Cooperative Extension Service***Journal Number #* 2025-9-253*Date Executed:* 06/09/2025

Due to the unexpected expense of a laptop overheating, necessary repairs will need to be made to extend the life/use of the laptop until it can be budgeted for replacement in 2027. The laptop needing repairs is less than 3 years old. Additional funding is needed in Operating Supplies - Computer Hardware to cover the expected cost of \$75 which is above the amount that is currently in the budget. The funds will be transferred from Communication Service to Operating Supplies - Computer Hardware to cover the expense.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 372	- 541101	Communications Services	\$75
To	0010	- 372	- 552116	Operating Supplies Computer Hardware	\$75

<b>Marion County Airport Fund</b>
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**Marion County Airport***Journal Number #* 2025-9-439*Date Executed:* 06/09/2025

The Marion County Airport needs to transfer funds into Contracted Services for an increase of a required Independent Fee Estimate (IFE). The Airport is currently working with Procurement through the bidding process for the construction phase of the Parallel Taxiway B (10-28) project. The Federation of Aviation Administration (FAA) requires an IFE be completed for any project that exceeds \$100,000 being funded through a FAA grant. The funds are available from Operating Supplies as the Airport has reprioritized self-perform projects planned for FY25.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1035	- 415	- 552108	Operating Supplies	\$2,400
To	1035	- 415	- 534101	Contract Serv Other Misc	\$2,400

**Marion County Airport***Journal Number #* 2025-9-475*Date Executed:* 06/13/2025

The Marion County Airport needs to transfer funds into Computer Software for an increase of the addition of new software services to increase communication efforts and improve customer service delivery. The Airport did not budget enough funds in the current line item to cover the additional expense for the new software. This transfer will align the current expenses within the budget. The funds are available from Promotional Activities and Training and Education as the Airport has reprioritized previous planned activities and purchases for FY25.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1035	- 415	- 548101	Promotional Activities	\$1,000
From	1035	- 415	- 555501	Training and Education	\$1,457
To	1035	- 415	- 552106	Computer Software	\$2,457

**Parks and Recreation Fees Fund****Parks and Recreation Fees***Journal Number #* 2025-9-128*Date Executed:* 06/09/2025

The Marion County Parks & Recreation department needs to transfer funds into Merchandise for Resale. The Department has recognized the necessity to acquire extra summer camp field trip shirts for resale. Each child is given an individual camp shirt along with a swim shirt; however, many parents have expressed interest in purchasing additional field trip shirts. This transfer will enable the department to enhance its customer service delivery. Funds are available from Operating Supplies due to reprioritization of purchases for FY25.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1081	- 362	- 552108	Operating Supplies	\$1,393
To	1081	- 362	- 552310	Merchandise for Resale	\$1,393

**Local Housing Assistance Trust Fund****State Housing Initiative Partnership Act***Journal Number #* 2025-9-156*Date Executed:* 06/06/2025

Community Services requests a one-time transfer of \$3,723.00 from Other Current Charges - Misc Expenses to Operating Supplies and Computer Software. This transfer is needed for Granicus Renewal and for Hill's Shredding invoices as needed for SHIP operating expenses.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1151	- 350	- 549990	Other Current Charges Misc Expenses	\$3,723
To	1151	- 350	- 552108	Operating Supplies	\$90
To	1151	- 350	- 552106	Computer Software	\$3,633

**Insurance Fund****Risk and Benefit Services***Journal Number #* 2025-9-783*Date Executed:* 06/11/2025

Risk and Benefit Services is requesting a one-time transfer of funds from Travel & Per Diem to Postage and Freight. These funds became available because last year's annual Risk and Benefits conference in West Palm Beach was canceled due to the hurricane. The transfer is necessary to cover the increased cost of postage for sending postcards to employees and retirees regarding the upcoming benefits open enrollment.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 162	- 540101	Travel and Per Diem	\$419
To	5010	- 162	- 542201	Postage and Freight	\$419

**Employee Wellness Program**

*Journal Number #*    2025-9-860                      *Date Executed:*   06/11/2025

The Employee Wellness Program is requesting a one-time transfer of funds from Operating Supplies to Printing and Binding to cover the cost of flyers for open enrollment, which will be distributed to various departments. Currently, the Printing and Binding account lacks sufficient funds to cover the full invoice. The availability of funds in the Operating Supplies account is due to reduced spending on equipment and the decision to manage the health fair internally rather than hiring an outside vendor. This cost-saving approach has resulted in surplus funds that can be reallocated to meet the printing needs.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 163	- 552108	Operating Supplies	\$290
To	5010	- 163	- 547101	Printing and Binding	\$290