

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

03/06/2026 to 03/25/2026

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 # 2026-6-1234 *Date Executed:* 03/24/2026

The transfer is to cover different software used by the PR department. This will adjust our Computer Software account for the fiscal year. We need to add money so we are able to properly code our invoices.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 106	- 554101	Books Publications and Subscriptions	\$1,000
To	0010	- 106	- 552106	Computer Software	\$1,000

Procurement Services

Journal Number # 2026-6-1561 *Date Executed:* 03/19/2026

Procurement is needing to purchase Procurement America 250 bags for Marion County Day. Promotional Items 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	\$250
To	0010	- 176	- 548101	Promotional Activities	\$250

Procurement Services

Journal Number # 2026-6-1723 *Date Executed:* 03/19/2026

Due to unanticipated expenses, Postage 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	\$50
To	0010	- 176	- 542201	Postage and Freight	\$50

County Court Summ Claims Mediation

Journal Number # 2026-6-882 *Date Executed:* 03/13/2026

Funding was not allocated in Professional Services this year since we intended to utilize Travel and Training to send staff to training. Due to training being conducted on site, funding is needed in Professional Services to pay for this. Funding is available under Travel and Training since those expenses will no longer be incurred.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 264	- 540101	Travel and Per Diem	\$600
From	0010	- 264	- 555501	Training and Education	\$1,000
To	0010	- 264	- 531109	Professional Services	\$1,600

Code Enforcement

Journal Number # 2026-6-279 *Date Executed:* 03/10/2026

We were instructed to budget the computer docking stations under Operating Supplies during the Budget Prep process for FY 25-26. We are now instructed by Procurement that the cost is to come out of Operating Supplies - Computer Hardware. The funds are in Operating Supplies to be moved to Operating Supplies - Computer Hardware.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 317	- 552108	Operating Supplies	\$900
To	0010	- 317	- 552116	Operating Supplies Computer Hardware	\$900

County Transportation Maintenance Fund

Transportation

Journal Number # 2026-6-1560 *Date Executed:* 03/19/2026

The Finance department has determined that MOT signs and barricades must be exclusively purchased out of Traffic Sign Materials. In order to cover a purchase, funds must be moved from Operating Supplies - PPE.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1020	- 400	- 552119	Operating Supplies - PPE	\$136
To	1020	- 400	- 553104	Traffic Sign Materials	\$136

Marion County Utility Fund

Utilities Wastewater System

Journal Number # 2026-6-526 *Date Executed:* 03/10/2026

With the unusually cold weather in the winter of FY2026 requiring additional warm weather apparel, and the positions being filled within the Wastewater operations, additional Personal Protective Equipment has been needed and will be needed as the heat of summer comes. The safety stock of items has also diminished and will need to be refilled throughout the rest of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 445	- 531109	Professional Services	\$5,000
To	4520	- 445	- 552119	Operating Supplies - PPE	\$5,000

Insurance Fund

Employee Wellness Program

Journal Number # 2026-6-2326 *Date Executed:* 03/25/2026

A one-time transfer is being requested from Operating Supplies to Repairs/Maintenance–Equipment because two treadmills in the Wellness Center required unexpected repairs. Although funds were budgeted for general machinery repairs, treadmill repairs were not anticipated. The Wellness Operating Supplies account has been identified as the funding source due to lower-than-expected costs for this year’s Health Fair, leaving sufficient funds available for reallocation. This is considered a non-recurring issue, though equipment failures cannot always be predicted.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 163	- 552108	Operating Supplies	\$676
To	5010	- 163	- 546301	Repairs and Maint Equipment	\$676