

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

05/23/2025 to 06/05/2025

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

#### Legislative

Journal Number # 2025-8-2454 Date Executed: 05/27/2025

Transfer funds from Other Current Charges to Promotional Activities to cover a Facebook Boost. A Commissioner was boosting the Insider Guide on their social media and this funding is being moved to cover the cost of that charge.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 100	- 549990	Other Current Charges Misc Expenses	\$350
To	0010	- 100	- 548101	Promotional Activities	\$350

#### Public Relations

Journal Number # 2025-9-124 Date Executed: 06/02/2025

Transfer funds from Office Supplies to Operating Supplies to cover the cost of a new Glide Gear TMP 1000 Professional Video Camera Tablet Teleprompter. The current teleprompter is not stable enough to hold the cameras. This is a one time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 106	- 551101	Office Supplies	\$260
To	0010	- 106	- 552108	Operating Supplies	\$260

**Procurement Services**

*Journal Number #* 2025-8-2156 *Date Executed:* 05/23/2025

Procurement Services requests a one-time transfer of \$90.00 from Training & Education to Travel & Per Diem. Transfer will cover the shortage in the per diem account due to flight increase for the Tyler Conference. We have extra funds in the training account as we were not charged to attend the conference.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 555501	Training and Education	\$90
To	0010	- 176	- 540101	Travel and Per Diem	\$90

**Facilities Management**

*Journal Number #* 2025-8-2482 *Date Executed:* 05/28/2025

Facilities Management is requesting a one-time transfer of \$9,500 from Computer Software to Rental Equipment. The consistent expenditure on the account is for department office printers, however we also utilize this account to rent equipment needed for operations and repairs. We have had more machinery and equipment rentals this year due to a heavy hurricane season needing generators as well as perimeter lighting repairs and window leaks at the courthouse that required lifts. The Computer Software account has excess funds as we originally budgeted for Cartegraph and have since fully switched over to Tyler for EAM.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 552106	Computer Software	\$9,500
To	0010	- 180	- 544101	Rentals and Leases Equipment	\$9,500

<b>Tourist Development Tax</b>
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**Visitors and Convention Bureau**

*Journal Number #* 2025-9-39 *Date Executed:* 06/04/2025

The Tourist Development Department needs to purchase a camera for the Digital and Multimedia Coordinator to create in-house social media marketing content such as videos and photography to promote Ocala/Marion County. The purchase of this camera will also allow the marketing team the flexibility to shoot content in multiple settings and during extended timeframes. This will be a one-time administrative budget transfer from Promotional Activities to Operating Supplies.

There is no need to budget for this expense in future years.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1074	- 155	- 548101	Promotional Activities	\$5,399
To	1074	- 155	- 552108	Operating Supplies	\$5,399

<b>Marion County Utility Fund</b>
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**Utilities Management**

*Journal Number #* 2025-8-1847 *Date Executed:* 05/23/2025

A computer laptop screen got damaged, and is not usable. The decision was made to have the screen replaced. This option is the least expensive option, as the laptop is only one year old. Funds are available in Gasoline, Oil and Lubricants to cover this one-time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 440	- 552101	Gasoline Oil and Lubricants	\$500
To	4520	- 440	- 552116	Operating Supplies Computer Hardware	\$500

## Insurance Fund

### Employee Wellness Program

*Journal Number #* 2025-9-125

*Date Executed:* 06/02/2025

We are requesting a one-time transfer of funds from our Training and Education account to our Postage and Freight account. This transfer is necessary to cover mailing costs for health fair postcards. The company handling the postcard processing uses USPS for mailing, but because it is a third party rather than a direct vendor, we are unable to create a payment request form for a check. As a result, payment must be made using our P-card, which incurs a 3% processing fee, leaving the account short by \$12 for mailing expenses.

The funds are available in Training and Education due to not purchasing working genius tests as well as not having to renew the chaplaincy course that was taken last year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 163	- 555501	Training and Education	\$12
To	5010	- 163	- 542201	Postage and Freight	\$12