

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

09/20/2024 to 09/30/2024

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 # 2024-12-2731 *Date Executed:* 09/25/2024

Transfer funds from Misc. Expense to Operating Supplies in the Commission budget. The transfer is needed to cover the cost of lobby coffee.

	<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	\$5
To	0010	- 100	- 552108	Operating Supplies	\$5

Procurement Services

Journal Number # 2024-12-2118 *Date Executed:* 09/23/2024

Procurement's Promotional Activities budget does not contain enough funds to cover the remainder of this fiscal year, however funds are available in Training & Education. This is a one-time occurrence for this fiscal year. Training was cancelled so utilized those funds for promotional items to aid vendor liaison.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 555501	Training and Education	\$2,366
To	0010	- 176	- 548101	Promotional Activities	\$2,366

Law Library

Journal Number # 2024-12-2526 *Date Executed:* 09/23/2024

When Computer Software was first established, we did not budget enough for the software expenses. We are requesting to transfer funding from Professional Services into Computer Software so the Law Library has enough to pay for the subscription for the rest of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 260	- 531109	Professional Services	\$900
To	0010	- 260	- 552106	Computer Software	\$900

Misdemeanor Drug Court

Journal Number # 2024-12-2873 Date Executed: 09/25/2024

A budget transfer is necessary to move unspent funds from several lines into Professional Services. Drug screening is one of Drug Court's highest priorities due to its critical role in monitoring compliance. The other lines have unspent funds due to cost saving measures and reduced demand for supplies. Reallocating these funds will maintain the program's overall effectiveness.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 284	- 555501	Training and Education	\$500
From	0010	- 284	- 540101	Travel and Per Diem	\$948
From	0010	- 284	- 552108	Operating Supplies	\$1,000
To	0010	- 284	- 531109	Professional Services	\$2,448

Public Safety Communications

Journal Number # 2024-12-2189 Date Executed: 09/23/2024

Public Safety Communications is requesting a one-time reallocation of funds from Utility Services - Electric, Water, and Sewer to Computer Software. These funds will be used to purchase additional AQUA (ProQA) Case Review Software Licenses. This software is crucial for reviewing and grading emergency and non-emergency Medical, Fire, and Law dispatch calls. By expanding our case review capabilities, we can improve call processing efficiency, maintain department accreditations, and ensure the highest quality of service to our community.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 311	- 543101	Utility Services Elc Wtr Swr	\$8,950
To	0010	- 311	- 552106	Computer Software	\$8,950

Parks and Recreation

Journal Number # 2024-12-1773 Date Executed: 09/23/2024

The Parks & Recreation Department needs to transfer funds into Gasoline Oil and Lubricants for an increase fuel usage throughout the Department but specifically in the south division. The south division has increased swim beach maintenance tilling this year for an improved customer experience. They were able to complete several trail maintenance projects that required the skid steer, tractor work and etc. all these efforts required heavier fuel usage which surpassed our budgeted amount. The funds are available from the multiple transfer lines due to savings in the line items throughout the fiscal year. This transfer will cover current expenses in Gasoline Oil and Lubricants.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 549990	Other Current Charges Misc Expenses	\$4,950
From	0010	- 360	- 555501	Training and Education	\$5,000
To	0010	- 360	- 552101	Gasoline Oil and Lubricants	\$9,950

Parks and Recreation

Journal Number # 2024-12-2929 Date Executed: 09/30/2024

The Parks & Recreation Department needs to transfer funds into Communication Services as there will not be enough funds in this line to get to the end of the fiscal year. In July there was an email that was received from Information Technologies regarding upgrading several cell phones throughout the Department. The upgrades along with an increase of Communication Service fees at KP Hole are the contributing factors for the required administration transfer. The funds are available from the transfer lines due to savings in the line item throughout the fiscal year. This transfer will cover current expenses in Communication Services along with any additional expenses for the remainder of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 551101	Office Supplies	\$2,400
To	0010	- 360	- 541101	Communications Services	\$2,400

Parks and Recreation

Journal Number # 2024-12-2932 Date Executed: 09/30/2024

The Parks & Recreation Department needs to transfer funds into Promotional Activities as there will not be enough funds in this line to get to the end of the fiscal year. The Department increased marketing efforts through Facebook this year to help increase larger audience reach and engagement. The funds are available from the transfer lines due to savings in the line item throughout the fiscal year. This transfer will cover current expenses in Promotional Activities along with any additional expenses for the remainder of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 551101	Office Supplies	\$100
To	0010	- 360	- 548101	Promotional Activities	\$100

County Transportation Maintenance Fund

Transportation

Journal Number # 2024-12-2198 Date Executed: 09/24/2024

A temporary rental of a vac trailer was required for field work. In order to cover the fee, the Rentals & Leases - Equipment account requires an increase. \$2,000 will be transferred from Travel & Per Diem as this account is sufficiently funded for the remainder of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1020	- 400	- 540101	Travel and Per Diem	\$2,000
To	1020	- 400	- 544101	Rentals and Leases Equipment	\$2,000

Marion County Airport Fund

Marion County Airport

Journal Number # 2024-12-1568 Date Executed: 09/23/2024

The Marion County Airport needs to transfer funds into Merchandise for Resale for an increase of recently purchased airport branded merchandise. The Airport purchased end of year resale merchandise and did not double check if there were available funds. Once purchased they realized the error. The funds are available from the transfer line due cost savings in the accounts. This transfer will cover current expenses for Merchandise for Resale along with any additional expenses for the remainder of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1035	- 415	- 546311	Repairs and Maint Mowing and Equipment	\$140
To	1035	- 415	- 552310	Merchandise for Resale	\$140

Marion County Utility Fund

Utilities Water System

Journal Number # 2024-12-2319 Date Executed: 09/23/2024

In preparation for hurricane season, many water plant properties were identified which needed tree trimming and removal. Additionally, work on G-Plant was more expensive than expected. Because of these expenses, there is a shortage in the Repair and Maintenance of Buildings and Grounds line item. There are funds available in the Computer Software account to cover this fund transfer. This is a one-time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 442	- 552106	Computer Software	\$9,500
To	4520	- 442	- 546101	Repairs and Maint Bldgs and Grnds	\$9,500

Utilities Wastewater System

Journal Number # 2024-12-2823 Date Executed: 09/30/2024

Due to an unusual number of repairs to the Wastewater organization's Fleet vehicles in August, there is a need to add funds to the Repairs and Maintenance of Fleet Vehicles line item. There are sufficient funds in the Repairs and Maintenance of Mains and Lines to cover this need.

This is a one-time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 445	- 546105	Repairs and Maint Mains and Lines	\$9,750
To	4520	- 445	- 546257	Repairs and Maint Fleet Management	\$9,750