

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

04/10/2021 to 04/23/2021

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 Department; and
- B.The transfer is limited to operating expenditure accounts; and
- C.The transfer is less than \$10,000; 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

#### Human Resources

Journal Number # 2021-7-211 Date Executed: 04/12/2021

Human Resources is requesting to move funds from Advertising - Legal 549201 to Other Current Charges - Misc Expenses 549990. It was brought to our attention that we were using the incorrect account number (549201) for job postings. Finance has requested that we use 549990 for any job postings we do on the internet or in the newspaper.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 170	- 549201	Advertising Legal	\$2,400
To	0010	- 170	- 549990	Other Current Charges Misc Expenses	\$2,400

#### Human Resources

Journal Number # 2021-7-96 Date Executed: 04/12/2021

Request to move funds to cover the cost of the Florida Association of Counties conference. This was conference was a last minute add to our budget at the request of Administration. Request to move funds from Printing and Binding 547101 to Travel and Per Diem 540101 to cover the hotel stay for this conference.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 170	- 547101	Printing and Binding	\$200
To	0010	- 170	- 540101	Travel and Per Diem	\$200

**Facilities Management***Journal Number #* 2021-7-346 *Date Executed:* 04/15/2021

Line item AA180519-552135 (Operating Supplies - Jail) is in need of a one-time transfer of \$4,500.00. Due to the heavy sanitation needed since COVID, the use of paper products and cleaning products has increased exponentially and our encumbered funds with ReSource were depleted quicker than anticipated. With over five (5) months still remaining in this fiscal year, this transfer is needed to purchase these sanitation products as well as additional items needed such as tools, batteries or organizational shelves/bins etc. We are asking to transfer this \$4,500.00 from AA180519-546140 (small projects) as this line item has excess funds due to CARES projects taking priority for the first quarter of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 546140	Repairs and Maint Small Projects	\$4,500
To	0010	- 180	- 552135	Operation Supplies Jail	\$4,500

**Community Development Block Grant***Journal Number #* 2021-7-16 *Date Executed:* 04/20/2021

Reallocation of \$990.00 from AA341564-540101 (Travel & Per Diem) to AA341564-552106 (Computer Software).

This transfer will support the purchase of a Project Management software for Community Services projects (Monday.com - Actual Cost \$948 - Original price: \$960), the transfer of a CoC website domain (\$9.99) with a "deferred" (additional) payment of \$31.98 (2 yrs), for a total of \$990.00

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 341	- 540101	Travel and Per Diem	\$990
To	0010	- 341	- 552106	Computer Software	\$990

**Parks and Recreation***Journal Number #* 2021-7-331 *Date Executed:* 04/15/2021

To transfer funds from the Parks & Recreation General Fund (AA360572) Operating Supplies (552108) to Rentals and Lease Equipment (544101) in the amount of \$9,000. This transfer will allow the Department to lease an automated athletic field painting robot. This field painter will help reduce the number of staff needed to paint fields, save time and is more efficient with paint usage. The robot can paint a football field with one staff to monitor in 2 hours, where it would take 3 staff a whole day to do that same work. This is a huge time and cost savings to the Department.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 552108	Operating Supplies	\$9,000
To	0010	- 360	- 544101	Rentals and Leases Equipment	\$9,000

**County Transportation Maintenance Fund****Transportation***Journal Number #* 2021-7-78 *Date Executed:* 04/12/2021

To reallocate \$2,500 from 553104 (Traffic Sign Materials) to 549990 (Oth Current Charges - Misc Expenses) to cover the cost associated with the advertisement of vacant positions within the OCE.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1020	- 400	- 553104	Traffic Sign Materials	\$2,500
To	1020	- 400	- 549990	Other Current Charges Misc Expenses	\$2,500

<b>Marion Oaks MSTU</b>
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**Marion Oaks Recreation***Journal Number #* 2021-7-228*Date Executed:* 04/12/2021

Marion Oaks Recreation (HG510519) is requesting a transfer of \$34.00 from 546101 - Repair and Maintenance Building and Grounds to 549140 - Other Current Charges Property Appraiser to correct an error from the Property Appraiser office that was recently brought to our attention.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1310	- 510	- 546101	Repairs and Maint Bldgs and Grnds	\$34
To	1310	- 510	- 549140	Other Current Charges Prop Appraiser	\$34

<b>Marion County Utility Fund</b>
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**Utilities Wastewater System***Journal Number #* 2021-7-654*Date Executed:* 04/20/2021

Most memberships are billed semi-annually, and the price for them was higher than expected for FY2021. Due to Covid-19, Utilities is not able to find the available training courses expected. We would like to move some funding from Training and Education to Dues and Memberships. This is a one-time transaction.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 445	- 555501	Training and Education	\$1,000
To	4520	- 445	- 554201	Dues and Memberships	\$1,000