

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

08/23/2024 to 09/05/2024

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 # 2024-12-101 Date Executed: 09/03/2024

Transfer funds from Misc. Expense to Communication Services in the Commission account. The transfer is needed to cover the cost of a Verizon Invoice.

| | <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 | \$2,500 |
| To | 0010 | - 100 | - 541101 | Communications Services | \$2,500 |

Employee Health Clinic

Journal Number # 2024-12-202 Date Executed: 09/04/2024

The Employee Health Clinic is requesting a one-time transfer from Travel and Per Diem to Office Supplies. There are available funds in Travel and Per Diem due to not having to travel for clinic conferences this year out of town or out of state as all conferences attended were local or online. The need for these funds in Office Supplies is to purchase printer paper as well as other clinic related office supplies.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|---------------------|---------------|
| From | 0010 | - 172 | - 540101 | Travel and Per Diem | \$450 |
| To | 0010 | - 172 | - 551101 | Office Supplies | \$450 |

Fleet Management*Journal Number #* 2024-11-1930 *Date Executed:* 08/26/2024

Additional funding is needed in our Postage & Freight account. Fleet recently incurred some unexpected higher shipping costs and needs to replenish this account with additional funding to carry us through to the end of this fiscal year. Funds are available in Operating Supplies to cover the shortage.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|---------------------|---------------|
| From | 0010 | - 178 | - 552108 | Operating Supplies | \$150 |
| To | 0010 | - 178 | - 542201 | Postage and Freight | \$150 |

Fleet Management*Journal Number #* 2024-11-2289 *Date Executed:* 08/26/2024

Due to unforeseen circumstances, additional funds are needed in Utility Services and Repairs/ Maint. Our Electric & Utilities yearly cost will exceed our budget allocation for this account and will need funds to get through this fiscal year. Our Repairs & Maintenance Building & Grounds just had an unexpected repair at our Southwest Substation fuel pump that will exceed our budget allocation for this account.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 0010 | - 178 | - 552116 | Operating Supplies Computer Hardware | \$2,000 |
| From | 0010 | - 178 | - 555501 | Training and Education | \$1,500 |
| From | 0010 | - 178 | - 555501 | Training and Education | \$5,500 |
| To | 0010 | - 178 | - 543101 | Utility Services Elc Wtr Swr | \$5,500 |
| To | 0010 | - 178 | - 546101 | Repairs and Maint Bldgs and Grnds | \$2,000 |
| To | 0010 | - 178 | - 546101 | Repairs and Maint Bldgs and Grnds | \$1,500 |

Fleet Management*Journal Number #* 2024-12-204 *Date Executed:* 09/04/2024

Our Waste Disposal Oil Filters yearly cost will exceed our budget allocation for this account and will need additional funds for this fiscal year. Our Repairs & Maintenance Building & Grounds had an unexpected repair at our Southwest Substation fuel pump area that will exceed our budget allocation for this account. Funds are available in Travel & Per Diem and Operating Supplies to cover the shortage.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-----------------------------------|---------------|
| From | 0010 | - 178 | - 540101 | Travel and Per Diem | \$1,850 |
| From | 0010 | - 178 | - 552119 | Operating Supplies - PPE | \$850 |
| To | 0010 | - 178 | - 543102 | Utility Services Waste Disposal | \$1,000 |
| To | 0010 | - 178 | - 546101 | Repairs and Maint Bldgs and Grnds | \$1,700 |

Public Defender Administration*Journal Number #* 2024-12-155 *Date Executed:* 09/04/2024

Transfer of funds to Utility Service - Electric, Water and Sewer from Communication Services is necessary to meet current and projected year end expenditures. Should you have any questions please contact me at 352- 742-4378 or kcihoski@pdo5.org

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------|---------------|
| From | 0010 | - 200 | - 541101 | Communications Services | \$5,200 |
| To | 0010 | - 200 | - 543101 | Utility Services Elc Wtr Swr | \$5,200 |

Public Defender Technology

Journal Number # 2024-11-2149 *Date Executed:* 08/26/2024

Year end fund shift to cover expenditures through 9/30/2024. Our agency requested and received funding assigned to line item 551101 that should have been requested and funded under 552116. We are asking for the fund shift to correct this issue. Should you have any questions please contact me at 352-742-4378 or kcihoski@pdo5.org

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 0010 | - 201 | - 551101 | Office Supplies | \$8,500 |
| From | 0010 | - 201 | - 552106 | Computer Software | \$1,200 |
| To | 0010 | - 201 | - 552116 | Operating Supplies Computer Hardware | \$9,700 |

Circuit Court Judges Technology

Journal Number # 2024-12-201 *Date Executed:* 09/04/2024

Transfer funds from Operating Supplies-Computer Hardware to Communications Technology. Additional funding is needed in the Communications Technology line to ensure there is enough to pay for the final year end invoices. Funds are available in Operating Supplies-Computer Hardware to cover the shortage.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 0010 | - 214 | - 552116 | Operating Supplies Computer Hardware | \$1,000 |
| To | 0010 | - 214 | - 541113 | Communications Technology | \$1,000 |

Drug Court

Journal Number # 2024-12-203 *Date Executed:* 09/04/2024

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 | - 282 | - 547101 | Printing and Binding | \$500 |
| From | 0010 | - 282 | - 548101 | Promotional Activities | \$1,000 |
| From | 0010 | - 282 | - 551101 | Office Supplies | \$1,000 |
| From | 0010 | - 282 | - 554101 | Books Publications and Subscriptions | \$1,000 |
| From | 0010 | - 282 | - 540101 | Travel and Per Diem | \$1,500 |
| To | 0010 | - 282 | - 531109 | Professional Services | \$5,000 |

Planning and Zoning

Journal Number # 2024-12-100 *Date Executed:* 09/03/2024

This transfer is necessary to replenish funds in Rentals and Leases and Contract Services MCSO Special Detail.

This is due to increase in cases brought before the BCC, which increased the cost for additional printing and copies of packets, and increase in MCSO Special Detail.

Funding for this request is available in Contract Serv-Staff Leasing.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------|---------------|
| From | 0010 | - 320 | - 534115 | Contract Serv Staff Leasing | \$1,300 |
| To | 0010 | - 320 | - 544101 | Rentals and Leases Equipment | \$1,000 |
| To | 0010 | - 320 | - 534101 | Contract Serv Other Misc | \$300 |

Other Recreation Programs

Journal Number # 2024-11-1692 Date Executed: 08/26/2024

The Parks & Recreation Department needs to transfer funds into Operating Supplies for an increase of field trips and camp supplies for the Firewise Summer Camp program. The Department has two host sites for the Firewise program at the Brick City Adventure Park and Forest Community Center. Because of the different sites and multiple staff members operating out of the same account there was a discrepancy with internal record keeping of the transactions. The Department has identified the issue and has made changes for future tracking to prevent this from happening again. The funding is available from Contract Services since the Department did not utilize the Marion County School Board bus services for camp. This transfer will cover current expenses in operating supplies 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 | - 361 | - 534101 | Contract Serv Other Misc | \$1,800 |
| To | 0010 | - 361 | - 552108 | Operating Supplies | \$1,800 |

Medical Examiner Fund**Medical Examiner**

Journal Number # 2024-11-2213 Date Executed: 08/26/2024

The Medical Examiner's Office has a phone line that increased in price at the beginning of the calendar year. This increase will require \$300 in order to pay the final invoices for the rest of the fiscal year based on the unanticipated changes that were made in the middle of the fiscal year. There are funds available in Repairs & Maintenance of Equipment to cover the increased monthly charges by the vendor.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-----------------------------|---------------|
| From | 1091 | - 132 | - 546301 | Repairs and Maint Equipment | \$300 |
| To | 1091 | - 132 | - 541101 | Communications Services | \$300 |

Rainbow Lakes Estates MSD**Rainbow Lakes Estates General Government**

Journal Number # 2024-11-1573 Date Executed: 08/27/2024

In order to keep up with current merchant services security needs and customer demand, many County departments are upgrading to Tyler Technologies credit card reader machines. They are needed at our MSTU Community Centers. We request to move funds from the Rainbow Lakes Estates - General Government - Operating Supplies account to the Rainbow Lakes Estates - General Government - Operating Supplies Computer Hardware account to pay for the machine. This is a one- time occurrence.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 1300 | - 500 | - 552108 | Operating Supplies | \$630 |
| To | 1300 | - 500 | - 552116 | Operating Supplies Computer Hardware | \$630 |

Marion Oaks MSTU

Marion Oaks Recreation

Journal Number # 2024-11-1577 Date Executed: 08/27/2024

In order to keep up with current merchant services security needs and customer demand, many County departments are upgrading to Tyler Technologies credit card reader machines. They are needed at our MSTU Community Centers. We request to move funds from the Marion Oaks Recreation - Operating Supplies account to the Marion Oaks Recreation - Operating Supplies Computer Hardware account to pay for the machine. This is a one- time occurrence.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 1310 | - 510 | - 552108 | Operating Supplies | \$630 |
| To | 1310 | - 510 | - 552116 | Operating Supplies Computer Hardware | \$630 |

Silver Springs Shores Special Tax District

Silver Springs Shores

Journal Number # 2024-11-1575 Date Executed: 08/27/2024

In order to keep up with current merchant services security needs and customer demand, many County departments are upgrading to Tyler Technologies credit card reader machines. They are needed at our MSTU Community Centers. We request to move funds from the Silver Springs Shores Recreation - Operating Supplies account to the Silver Springs Shores Recreation - Operating Supplies Computer Hardware and the Silver Springs Shores Recreation - Operating - Computer Software accounts to pay for the software cost and the machine. This is a one- time occurrence.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 1320 | - 520 | - 552108 | Operating Supplies | \$810 |
| To | 1320 | - 520 | - 552106 | Computer Software | \$180 |
| To | 1320 | - 520 | - 552116 | Operating Supplies Computer Hardware | \$630 |

Marion County Utility Fund

Utilities Water System

Journal Number # 2024-11-1753 Date Executed: 08/27/2024

Marion County Utilities has contracted to have multiple water tanks refurbished. In some cases, this requires renting a temporary tank to maintain services to the customers. This expense was slightly higher than anticipated due to some supply issues for the refurbishment process. The Water department has not used the amount of fuel budgeted, leaving a small excess in this account. This request is to transfer funds from Gasoline, Oil & Lubriants to Equipment Rentals and Leases. 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 | - 552101 | Gasoline Oil and Lubricants | \$500 |
| To | 4520 | - 442 | - 544101 | Rentals and Leases Equipment | \$500 |

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| Insurance Fund |
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Risk and Benefit Services*Journal Number #* 2024-11-2098*Date Executed:* 08/26/2024

We are requesting a one-time transfer from Operating Supplies to Training & Education. We did not elect to purchase another APX 900 portable radio and did not need to replace the current one creating available funds. The additional funds will provide an opportunity to acquire three additional training certifications for our Safety Training & Compliance Manager, which will be a county-wide positive impact.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 5010 | - 162 | - 552108 | Operating Supplies | \$2,500 |
| To | 5010 | - 162 | - 555501 | Training and Education | \$2,500 |