

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

07/24/2021 to 08/06/2021

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

Fleet Management

Journal Number # 2021-10-1250 *Date Executed:* 07/30/2021

Request to move \$8,000 from Repairs and Maintenance (546305) to Operating Supplies (552108) for the purchase of (3) Swamp Cooler Fans that will be used for the Fleet Technicians working outside in the work bays.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 178	- 546305	Repairs and Maint Vehicle and Equipment	\$8,000
To	0010	- 178	- 552108	Operating Supplies	\$8,000

Facilities Management

Journal Number # 2021-10-1090 *Date Executed:* 07/27/2021

Line item AA180519-547101 (Print & Bind) is in need of a one-time transfer of \$100. With a new administrative team member recently joining Facilities Management, additional business cards were ordered and therefore placed us over the anticipated budget. Furthermore, we are looking to fill a vacant project manager position, which will require another order of business cards. We are asking to transfer the \$100 from AA180519-551101 (Office Supplies) which has additional funds.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 551101	Office Supplies	\$100
To	0010	- 180	- 547101	Printing and Binding	\$100

Facilities Management

Journal Number # 2021-11-433 Date Executed: 08/05/2021

Line item AA180519-534101 (Contract Services) is in need of a one-time transfer of \$9,900 to account for Marion County Sheriff's Office, invoice #6837, which provided 198 hours of security services to the McPherson Complex during the month of June 2021. A security services agreement in place agrees that Facilities Management will pay the applicable fees for the security provided within the McPherson complex for 1/3 of the year, months June-September. We are asking that these funds be transferred from AA180519-543101 (Utility Services) as the budget is only 66% expended, and we are currently 83% through the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 543101	Utility Services Elc Wtr Swr	\$9,900
To	0010	- 180	- 534101	Contract Serv Other Misc	\$9,900

County Court Summ Claims Mediation

Journal Number # 2021-10-1072 Date Executed: 07/29/2021

Reappropriate \$400 from 555501 (Training & Education to 554101 (Books, Pubs & Subscriptions) to pay the fee to certify new mediators. These funds are available since the program did not need to purchase as many office supplies this year. The additional mediators will help resolve cases and reduce backlog.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 264	- 555501	Training and Education	\$400
To	0010	- 264	- 554101	Books Publications and Subscriptions	\$400

Public Safety Communications

Journal Number # 2021-10-1070 Date Executed: 07/27/2021

Requesting to reappropriate funds from Computer Software to Travel and Per Diem. This transfer will facilitate payment of expenses related to travel for the 2021 Navigator Conference. Though there is a minor deficit of funds, the department has been able to secure additional significant savings greater than the deficit so to accommodate additional travelers than originally anticipated. This will be a one-time transfer for this purpose.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 311	- 552106	Computer Software	\$394
To	0010	- 311	- 540101	Travel and Per Diem	\$394

Planning and Zoning

Journal Number # 2021-11-73 Date Executed: 08/03/2021

Reappropriation of \$250 from 546301 (Repairs/Maint - Equipment) to 544101 (Rentals & Leases - Equipment) to cover the copier charges for the year. This is due to increased printing of reports for applications for special use, zoning, and land use changes. There have been less than expected repairs that have needed to be completed for this fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 320	- 546301	Repairs and Maint Equipment	\$250
To	0010	- 320	- 544101	Rentals and Leases Equipment	\$250

Planning and Zoning

Journal Number # 2021-11-74 Date Executed: 08/03/2021

Reappropriation of \$1,000 from 54990 (Other Current Charges - Misc) to 542201 (Postage & Freight) to cover the postage for mailings of legal documents required by law. This is due to unexpected increase in requests for land use, zoning, and special use applications. Funds were left over in the misc expense account due to Paymentus, which eliminated the need for credit card charges.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 320	- 549990	Other Current Charges Misc Expenses	\$1,000
To	0010	- 320	- 542201	Postage and Freight	\$1,000

Planning and Zoning*Journal Number #* 2021-11-75 *Date Executed:* 08/03/2021

Reappropriation of \$200 from 540101 (Travel & Per Diem) to 554201 (Dues & Memberships) to cover the new Director's APA dues. Due to COVID and the restrictions on travel, Travel & Per Diem has extra funds available. This is a recurring yearly charge for membership and is accounted for in the 2021/2022 budget.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 320	- 540101	Travel and Per Diem	\$200
To	0010	- 320	- 554201	Dues and Memberships	\$200

Parks and Recreation*Journal Number #* 2021-10-1084 *Date Executed:* 07/29/2021

To transfer funds from the Marion County Parks & Recreation General Fund (AA360572) Promotional Activities (548101) to Contract Services Other Misc. (534101) in the amount of \$2,000. This transfer will allow the Department to cover recreation contracted services for referees, cave guides and a homeschool art teacher. This will allow the Department to continue delivering the recreation programs and services till the end of the fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 548101	Promotional Activities	\$2,000
To	0010	- 360	- 534101	Contract Serv Other Misc	\$2,000

Marion County Airport Fund**Marion County Airport***Journal Number #* 2021-10-1088 *Date Executed:* 07/30/2021

To reappropriate \$1,500 from Dunnellon Airport (BQ415542) Repairs and Maint. - Building and Grounds (546101) to Repairs and Maint. - Fleet Management (546257).

The funds will be used for Fleet repair expenses for the Airport's equipment. The Airport equipment is in constant need of repairs due to the age and high usage.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1035	- 415	- 546101	Repairs and Maint Bldgs and Grnds	\$1,500
To	1035	- 415	- 546257	Repairs and Maint Fleet Management	\$1,500

RLE Fire Protection MSBU**Fire Control Services***Journal Number #* 2021-10-1210 *Date Executed:* 07/29/2021

Rainbow Lakes Estates Fire Protection (HD506522) is requesting a reappropriation of \$4,000 from Clothing & Wearing Apparel (552107) to Repair & Maintenance Bldgs & Grounds (546101) to cover expenses for unanticipated repairs to the Rainbow Lakes Estates Fire Station 1 for the gutters, drywall and floor. This is a one-time change.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1303	- 506	- 552107	Clothing and Wearing Apparel	\$4,000
To	1303	- 506	- 546101	Repairs and Maint Bldgs and Grnds	\$4,000