

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

02/07/2025 to 02/20/2025

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.

TMF Transportation Planning Organization

TPO Federal Highway Administration

Journal Number # 2025-5-739 *Date Executed:* 02/10/2025

Transfer funds from Office Supplies to Communication Services. The transfer covers the costs of staff cell phones, recently approved by the TPO Board through a UPWP amendment. Costs are covered in the TPO's two-year UPWP budget document with a line item in Direct Expenses.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1029	- 407	- 551101	Office Supplies	\$2,000
To	1029	- 407	- 541101	Communications Services	\$2,000

TPO Transportation Disadvantaged

Journal Number # 2025-5-791 *Date Executed:* 02/11/2025

Transfer funds from Office Supplies to Operating. The transfer covers the costs of the operating supply for an economy table cloth for TDLCB meetings and public and community engagement activities. Costs are covered in the TD grant.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1029	- 409	- 551101	Office Supplies	\$215
To	1029	- 409	- 552108	Operating Supplies	\$215

Marion County Utility Fund

Utilities Management

Journal Number # 2025-5-438 *Date Executed:* 02/11/2025

Due to supplier issues, work on the Utilities Conference Room A was not completed in FY2024. This has created a shortage of funds for purchasing other Computer Hardware against the current budget. There are currently excess funds in Computer Software that can be transferred to cover this shortage. This request is to move funds from Software to Hardware so that this year's computer replacements can be purchased. This is a one-time request.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	4520	- 440	- 552106	Computer Software	\$2,500
To	4520	- 440	- 552116	Operating Supplies Computer Hardware	\$2,500

Utilities Wastewater System

Journal Number # 2025-5-451 *Date Executed:* 02/11/2025

PPE supply needs are higher than the anticipated budget in the Wastewater department due to inflation which was not completely budgeted. There are currently excess funds in Parts for Vehicles and Equipment that can be transferred to cover this shortage, as Fleet has been very successful in repairing equipment in house. This request is to move funds from Parts – Vehicles and Equipment to PPE so that this year's protective equipment can be purchased to ensure employee safety. 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	- 552257	Parts Vehicle and Equipment	\$2,500
To	4520	- 445	- 552119	Operating Supplies - PPE	\$2,500

Insurance Fund

Employee Wellness Program

Journal Number # 2025-5-923 *Date Executed:* 02/12/2025

Within the Employee Wellness Program cost center, we are requesting a one-time transfer of funds from Operating Supplies to Contract Services - Other Miscellaneous to cover the cost of our annual Easter egg hunt vendors. While these expenses have been successfully paid from operating supplies in previous years, we have been informed that they must now be charged to Contract Services - Other Miscellaneous. We will adjust our budget accordingly for next year to avoid future transfer requests.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 163	- 552108	Operating Supplies	\$800
To	5010	- 163	- 534101	Contract Serv Other Misc	\$800