

# MARION COUNTY BOARD OF COUNTY COMMISSIONERS

## ADMINISTRATIVE BUDGET TRANSFER REPORT

08/13/2024 to 08/22/2024

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.

<b>General Fund</b>
---------------------

**Marion Soil Conservation District**

*Journal Number #* 2024-11-902                      *Date Executed:* 08/16/2024

With the addition of a part-time employee this year, we encountered a few shortfalls in our budget lines. The State changed the requirements for advertising meetings creating a shortfall. We did not use all the funds that we expected to in some accounts- therefore we can use these funds to cover this year's shortfalls.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 147	- 541101	Communications Services	\$120
From	0010	- 147	- 552106	Computer Software	\$1,213
From	0010	- 147	- 552116	Operating Supplies Computer Hardware	\$264
From	0010	- 147	- 554201	Dues and Memberships	\$684
From	0010	- 147	- 555501	Training and Education	\$51
To	0010	- 147	- 555301	Training Materials and Supplies	\$323
To	0010	- 147	- 540101	Travel and Per Diem	\$1,220
To	0010	- 147	- 542201	Postage and Freight	\$5
To	0010	- 147	- 549201	Advertising Legal	\$134
To	0010	- 147	- 547101	Printing and Binding	\$650

**Procurement Services**

Journal Number # 2024-11-1282 Date Executed: 08/16/2024

Procurement's lease copier budget does not contain enough funds to cover the remainder of this fiscal year, however funds are available in Office Supplies. Document Technologies expenses have become more than expected and due to the county's attempt to assist depts with going paperless Procurement has taken on more printing than usual, this transfer should bring us to thru the current year. This is a one- time occurrence for this fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 176	- 551101	Office Supplies	\$200
To	0010	- 176	- 544101	Rentals and Leases Equipment	\$200

**Facilities Management**

Journal Number # 2024-11-468 Date Executed: 08/14/2024

Facilities Management is requesting a one-time transfer of \$2,600 to Training and \$2,400 to Travel. This increase stems from an opportunity for the Facilities Management Director to attend a one-week training course covering security threats, equipment, and procedures. Furthermore, the training budget increase will accommodate three (3) Project Managers to take part in construction management courses covering scope and change orders, risk management and communications. This funding is coming from our Jail Repair and Maintenance line which has excess funds for this time of year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 180	- 546135	Repairs and Maint Jail	\$5,000
To	0010	- 180	- 540101	Travel and Per Diem	\$2,400
To	0010	- 180	- 555501	Training and Education	\$2,600

**Public Defender Technology**

Journal Number # 2024-11-877 Date Executed: 08/13/2024

The purpose of this request is to transfer funds needed to cover the remainder of the fiscal year for charges incurred within Communication Services. Should you have any questions or require additional information please reach out to Karen Cihoski (352-742-4378) or email kcihoski@pdo5.org

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 201	- 552116	Operating Supplies Computer Hardware	\$2,000
To	0010	- 201	- 541101	Communications Services	\$2,000

**Parks and Recreation**

Journal Number # 2024-11-1284 Date Executed: 08/20/2024

The Parks & Recreation Department needs to transfer funds into Promotional Activities for the additional service charge for the expansion of advertisement space in the Family Times. The Department has added several new recreation programs and events for the Brick City Adventure Center and Forest Community Center for the fall. The large number of programs extended past our current allotment and required an increase to our fee. We utilize the magazine to highlight all ongoing and upcoming programs and events. The Family Times has been a vital addition to our targeted marketing program as all Marion County children in elementary school receive a copy of the magazine bi-monthly through the school board. The funding is available from the transfer lines for operation expense savings throughout FY24.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	0010	- 360	- 552108	Operating Supplies	\$1,700
To	0010	- 360	- 548101	Promotional Activities	\$1,700

**911 Management Fund**

**911 Management**

*Journal Number #* 2024-11-1960      *Date Executed:* 08/22/2024

Due to an increase in demand for language translations services we've encountered a shortfall in funding for this account. There are sufficient funds in Professional Services to cover this deficit. This will be a one time change for the remainder of this fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1071	- 313	- 531109	Professional Services	\$4,800
To	1071	- 313	- 534101	Contract Serv Other Misc	\$4,800

**911 Management**

*Journal Number #* 2024-11-1969      *Date Executed:* 08/22/2024

The Parts - Vehicle/Equipment account was established mid-year to enhance cost tracking by separating expenses from Repairs/Maintenance - Fleet Management. Due to a lack of historical data, no budget was initially allocated. Unexpected repair costs have resulted in a negative account balance. To rectify this, a one-time transfer will be made to cover the remaining expenses for the current fiscal year and ensure adequate funding moving forward.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1071	- 313	- 531109	Professional Services	\$1,500
To	1071	- 313	- 552257	Parts Vehicle and Equipment	\$1,500

**Tourist Development Tax**

**Visitors and Convention Bureau**

*Journal Number #* 2024-11-1456      *Date Executed:* 08/20/2024

The Tourist Development Department requests \$2,000 be transferred from Printing and Binding to Rentals and Leases to allow for the payment of additional invoices pending through the end of the fiscal year. There were more expenditures with Document Technologies, related to in-house printing, in this fiscal year due to the preparation of reports and documents for public meetings, which is paid out of Rentals and Leases. This is a one-time occurrence for this fiscal year.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	1074	- 155	- 547101	Printing and Binding	\$2,000
To	1074	- 155	- 544101	Rentals and Leases Equipment	\$2,000

**Marion County Utility Fund**

**Utilities Management**

*Journal Number #* 2024-11-648      *Date Executed:* 08/13/2024

With the increase in the number of customer accounts and the need to produce and mail inserts to accompany the invoices, there will be additional funds needed in Printing and Binding. There are excess funds in the Professional Services, as the engineering services expenses were less than expected. 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	- 531109	Professional Services	\$2,500
To	4520	- 440	- 534101	Contract Serv Other Misc	\$2,500

**Utilities Management**

*Journal Number #* 2024-11-2032      *Date Executed:* 08/21/2024

Utilities Management needs to replace existing landscaping and install new landscaping around the Utilities Main Office building. Additionally, the main conference room needs upgrades to its audio – visual capabilities in order to improve virtual meetings as well as slightly higher than budgeted internet connections.

There are extra funds in Other Current Charges – Refunds, as former Marion Utilities lots are not being developed as anticipated, electric and water services, as these are lower than budgeted, and in Professional Services to cover these additional requirements. 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	- 531109	Professional Services	\$5,000
From	4520	- 440	- 543101	Utility Services Elc Wtr Swr	\$750
From	4520	- 440	- 549112	Other Current Charges Refunds	\$9,500
To	4520	- 440	- 546101	Repairs and Maint Bldgs and Grnds	\$9,500
To	4520	- 440	- 541101	Communications Services	\$750
To	4520	- 440	- 552116	Operating Supplies Computer Hardware	\$5,000

<b>Insurance Fund</b>
-----------------------

**Risk and Benefit Services**

*Journal Number #* 2024-11-1707      *Date Executed:* 08/21/2024

We are requesting a one-time transfer of funds from Training and Education to Dues and Memberships. Due to unforeseen increases in subscription costs, our current budget is inadequate to cover membership dues. To prioritize essential expenses, we have decided to postpone the purchase of additional risk management training.

	<u>Fund</u>	<u>Dept</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From	5010	- 162	- 555501	Training and Education	\$60
To	5010	- 162	- 554201	Dues and Memberships	\$60