

MARION COUNTY BOARD OF COUNTY COMMISSIONERS

ADMINISTRATIVE BUDGET TRANSFER REPORT

04/24/2021 to 05/07/2021

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

Procurement Services

Journal Number # 2021-7-1363 *Date Executed:* 04/28/2021

Transferring funds to pay for (5) Procurement Contract Analysts to attend Legal Aspects of Procurement. Required class for their positions.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 0010 | - 176 | - 551101 | Office Supplies | \$820 |
| From | 0010 | - 176 | - 540101 | Travel and Per Diem | \$750 |
| To | 0010 | - 176 | - 555501 | Training and Education | \$1,570 |

Facilities Management

Journal Number # 2021-7-1050 *Date Executed:* 04/27/2021

Line item AA180519-531109 (Professional Services) is in need of a one-time transfer of \$9,500. The professional services account was reduced by over 50% during the FY21 budget process from \$56,700 to \$26,700. This account is already 91% expended, half way through the year, and additional funds are needed for professional services towards upcoming projects. We are asking to transfer this \$9,500 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 | \$9,500 |
| To | 0010 | - 180 | - 531109 | Professional Services | \$9,500 |

Facilities Management

Journal Number # 2021-7-1104 *Date Executed:* 04/27/2021

A purchase was made in order to repair and maintain an item at the Jail. The physical purchase was coded to AA180519-546135 (Repairs/Maint - Jail). The freight was charged separately, and therefore, although it correlates with the physical repair, it must be coded to postage and freight account AA180519-542201. There are insufficient funds in this line and we are therefore asking for a one-time transfer of \$500 in order to appropriately code the purchase.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------|---------------|
| From | 0010 | - 180 | - 546135 | Repairs and Maint Jail | \$500 |
| To | 0010 | - 180 | - 542201 | Postage and Freight | \$500 |

Parks and Recreation*Journal Number #* 2021-8-224 *Date Executed:* 05/06/2021

To transfer funds from the Marion County Parks & Recreation General Fund (AA360572) Printing & Binding (547101) to Computer Software (552106) in the amount of \$3,700. This transfer will allow the Department to purchase a mobile app called MyCamp app. Marion County IT, Procurement and Public Relations have reviewed the app and have coordinated with the Parks & Recreation Department to implement the production of the app. The app will improve communication between staff and parents during recreation programs/camps.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|----------------------|---------------|
| From | 0010 | - 360 | - 547101 | Printing and Binding | \$3,700 |
| To | 0010 | - 360 | - 552106 | Computer Software | \$3,700 |

Parks and Recreation*Journal Number #* 2021-8-225 *Date Executed:* 05/06/2021

To transfer funds from the Marion County Parks & Recreation General Fund (AA360572) Promotional Activities (548101) to Operating Supplies - Computer Hardware (552116) in the amount of \$590. This transfer will allow the Department to purchase a replacement laptop in place of a Dell Surface Pro. Marion County IT Department has requested all outdated Surface Pro's be replaced with a laptop as they no longer support the tablet based equipment.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 0010 | - 360 | - 548101 | Promotional Activities | \$590 |
| To | 0010 | - 360 | - 552116 | Operating Supplies Computer Hardware | \$590 |

Medical Examiner Fund**Medical Examiner***Journal Number #* 2021-8-60 *Date Executed:* 05/06/2021

\$360 of postage is needed for the end of the fiscal year for the Medical Examiner's fund as we mail out invoices that total about \$90 a month. We already purchased the bulk order of computers for their office and have savings in the Computer Hardware line item (552116) that can be transferred for this amount.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|--------------------------------------|---------------|
| From | 1091 | - 132 | - 552116 | Operating Supplies Computer Hardware | \$360 |
| To | 1091 | - 132 | - 542201 | Postage and Freight | \$360 |

Stormwater Program**Stormwater Program***Journal Number #* 2021-7-1282 *Date Executed:* 04/27/2021

Reallocation of \$2,000 from Operating Supplies (552108) to Repairs/Maint Fleet Mgmt (546257) to cover a shortfall due to two unexpected major repairs on trucks this year. This will also allow some room for routine maintenance through the remainder of the FY.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|------------------------------------|---------------|
| From | 1131 | - 430 | - 552108 | Operating Supplies | \$2,000 |
| To | 1131 | - 430 | - 546257 | Repairs and Maint Fleet Management | \$2,000 |

Building Safety Fund

Building Safety

Journal Number # 2021-7-1270

Date Executed: 04/27/2021

Recently the large format printer/scanner used in the office to provide customers with copies of plans and to archive plans required some repair work. The department was informed that this type of expense would need to be charged to repairs and maintenance - equipment instead of operating. Building Safety requested account 546301 (Repairs & Maint - Equipment) be setup and this bar is to allocate funds to that account to cover the repair work and possible future repairs.

| | <u>Fund</u> | <u>Dept</u> | <u>Account</u> | <u>Account Name</u> | <u>Amount</u> |
|------|-------------|-------------|----------------|-------------------------------------|---------------|
| From | 1141 | - 318 | - 549990 | Other Current Charges Misc Expenses | \$2,000 |
| To | 1141 | - 318 | - 546301 | Repairs and Maint Equipment | \$2,000 |

RLE Fire Protection MSBU

Fire Control Services

Journal Number # 2021-7-953

Date Executed: 04/27/2021

Rainbow Lakes Estates Fire Protection (HD506522) is requesting a transfer of \$500 from Contract Services - Other Misc. (534101) to Computer Software (552106) to cover the increase in cost of the annual fee for the Firehouse software. 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 | - 534101 | Contract Serv Other Misc | \$500 |
| To | 1303 | - 506 | - 552106 | Computer Software | \$500 |

Fire Control Services

Journal Number # 2021-8-38

Date Executed: 05/06/2021

Rainbow Lakes Estates Fire Protection (HD506522) is requesting a transfer of \$7,000 from Clothing and Wearing Apparel (552107) to Repair & Maintenance Building & Grounds (546101) due to unforeseen repairs to RLEVFD Ivy Station which include re-piping of the hot water lines, replacement of an air conditioner and removal of the fire tower. 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 | \$7,000 |
| To | 1303 | - 506 | - 546101 | Repairs and Maint Bldgs and Grnds | \$7,000 |

Fire Control Services

Journal Number # 2021-8-39

Date Executed: 05/06/2021

Rainbow Lakes Estates Fire Protection (HD506522) is requesting a transfer of \$750 from Contract Services (534101) and \$750 from Books Publications & Subscriptions (554101) for a total of \$1,500 to Other Current Charges Volunteer Firefighter (549182) to cover stipends for additional volunteers. 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 | - 534101 | Contract Serv Other Misc | \$750 |
| From | 1303 | - 506 | - 554101 | Books Publications and Subscriptions | \$750 |
| To | 1303 | - 506 | - 549182 | Other Current Charges Volunteer Firefighter | \$1,500 |

Fire Control Services*Journal Number #**Date Executed:* 05/06/2021

Rainbow Lakes Estates Fire Protection (HD506522) is requesting a transfer of \$1,200 from Gasoline Oil & Lub (552101) to Communication Services (541101) to cover expenses for the remaining fiscal year. 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 | - 552101 | Gasoline Oil and Lubricants | \$1,200 |
| To | 1303 | - 506 | - 541101 | Communications Services | \$1,200 |

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|-----------------------------------|
| Marion County Utility Fund |
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Utilities Water System*Journal Number #* 2021-8-223

05/06/2021

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 | - 442 | - 555501 | Training and Education | \$1,000 |
| To | 4520 | - 442 | - 554201 | Dues and Memberships | \$1,000 |