

\*\*\*SEMINOLE COUNTY BUDGET CHANGE REQUEST\*\*\*

Date 6/10/03 OMB# 03-65

FROM: Department L&LS Division Library Services Section \_\_\_\_\_

Signatures: Department Director \_\_\_\_\_ Division Manager \_\_\_\_\_

**WHAT IS NEEDED:**

- Accounting adjustment: Item is budgeted, but funds are in incorrect account line.
- More funds for Budgeted Item: Item is budgeted, but additional funds are required.
- New item: Item is not in this fiscal year's budget.
- Capital Substitution: Substitution or change of a currently budgeted capital item.
- Fund & Acct # \_\_\_\_\_ Budget Item # \_\_\_\_\_ Budget Amount \$ \_\_\_\_\_
- Capital replacement retention: Capital item was slated to be replaced but needs to be retained. BCC# \_\_\_\_\_

- Describe item and show calculation of all associated costs of item.
- Explain why item is needed. (If equipment is to be replaced, include description, model, year, BCC#)
- Identify source of funds and why these funds are no longer needed for their original intent.
- For savings on capital items give account #, budget item #, amount budgeted, purchase order #, and actual purchase cost.

The Library Services Division contracts with an outside vendor to provide courier services between the branch libraries and other county locations. The current contract term is from April 11, 2003 – April 10, 2004. This same term has been in use for over five years. The Library Services Division has regularly budgeted for 12 months worth of the contract, thus encompassing two contract periods.

County Finance has advised staff that the full contract amount must be encumbered for the new period, rather than encumbering an amount to reflect April 11 through the end of the fiscal year. This has caused a negative balance in the account line. As this is a change from the budgeting procedure used in the past, and was not known at budget development time, the amount of \$21,600 is needed to eradicate the negative balance. Savings are available in the Parks & Recreation capital equipment line. This same amount will be unexpended at the end of the fiscal year and become part of the General Fund cash carry forward into the new year.

**FILL IN THIS PORTION IF A TRANSFER OF FUNDS IS NEEDED: Fund # 00100 Fund Name General**

	FUND/ACCOUNT#	AS400 CIP#	PENT CIP#	ACCOUNT TITLE	TOTAL
TRANSFER FROM	<u>043800-56064000</u>	_____	_____	<u>Capital Equipment</u>	<u>21,600</u>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
				<b>TOTAL</b>	<b>21,600</b>

	FUND/ACCOUNT#	AS400 CIP#	PENT CIP#	ACCOUNT TITLE	TOTAL
TRANSFER TO	<u>044200-53034000</u>	_____	_____	<u>Contracted Services</u>	<u>21,600</u>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
				<b>TOTAL</b>	<b>21,600</b>

**CONCURRENCE OF OTHER INVOLVED DIVISIONS** (ie: Comp Svcs/hard & software; Fleet/vehicles; Purchasing/capital; Spt. Svcs; etc)

Signature \_\_\_\_\_

Div or Dept \_\_\_\_\_

OMB RECOMMENDATION:  Approval  Disapproval Analyst Mary Matthews Director \_\_\_\_\_

APPROVING AUTHORITY: \_\_\_ OMB Director \_\_\_ County Manager  BCC (Meeting Date) 6-24-03

Approved  Not approved Date Signed \_\_\_\_\_ Signature \_\_\_\_\_

FINANCE: Transfer has been posted Date \_\_\_\_\_ Signature \_\_\_\_\_