SEMINOLE COUNTY BUDGET CHANGE REQUEST Date 9/11/03 OMB# 03-84

FROM: Department Various Division Various 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.

FY 2002/03 year end cleanup of accounts. All deficiencies are covered by available funds within the department's budgetary accounts.

FILL IN THIS PORTION IF A TRANSFER OF FUNDS IS NEEDED: Fund Various **Fund Name** Various Funds

	ACCOUNT NUMBER	ACCOUNT TITLE	AMOUNT
TRANSFER FROM	See attached		1,886,851
		TOTAL	$1,886,851
TRANSFER TO	See attached		1,886,851
			TOTAL: $1,886,851

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

Signature

Div or Dept

OMB RECOMMENDATION: ☒ Approval ☐ Disapproval Analyst Director LB

APPROVING AUTHORITY: ___OMB Director ___County Manager __X__BCC (Meeting Date) 12/9/03

☐ Approved ☐ Not approved Date Signed Signature

FINANCE: Transfer has been posted Date Signature

Revised 1/03

2002/2003 Account Reconciliation

Fiscal Year-end Cleanup

Organization Number	Fund	Account Number	Transfer From Account Title	Amount	Organization Number	Fund	Account Number	Transfer To Account Title	Amount	Explanation
011102	13300	51015000	Special Pay	1,578	011102	13300	51012000	Regular Salaries & Wages	1,578	Insufficient funds budgeted for Personal Services
Economic Development/CRA Total				**1,578**					**1,578**	
013001	00100	59096330	Sheriff - Operating	273,786	013001	00100	59096320	Sheriff - Personal Services	30,000	Insufficient funds budgeted for Personal Services
					013001	00100	59096430	Tax Collector-Oper Exp	159,115	Commissions for tax collections were higher than budgeted.
					021000	00100	51023000	Health & Life Ins.	45,503	Budget is based upon an average for Health & Life Ins.
					021001	00100	53043000	Utilities	10,081	Insufficient funds budgeted for utilities at the jail
					021001	00100	53046000	Repairs & Maintenance	29,087	Insufficient funds budgeted for repairs & maintenance at the jail
General Fund Intragovernmental Transfers Total				**273,786**					**273,786**	
021001	00100	53052000	Operating Supplies	972	021000	00100	51024000	Workers Compensation	972	Insufficient funds budgeted for Workers Compensation
021001	00100	53052000	Operating Supplies	561	021000	00100	53049000	Other Charges/Obligations	13,891	Insufficient funds budgeted for Insurance
021001	00100	53034000	Contracted Services	13,330						
021001	00100	53031000	Professional Services	5,846	021001	00100	53046000	Repair and Maintenance	5,846	Insufficient funds budgeted for Repairs & Maintenance at the jail
022002	12102	53049000	Other Charges/Obligations	13,800	022002	12102	53034000	Contracted Services	13,800	Insufficient funds budgeted for contracted services
022002	12102	53049000	Other Charges/Obligations	7,616	022002	12102	53034000	Operating Supplies	7,616	Insufficient funds budgeted for contracted services
022002	12102	53049000	Other Charges/Obligations	9,337	022002	12102	56064000	Machinery & Equipment	9,337	Insufficient funds budgeted for contracted services
Sheriff's Department Total				**51,462**					**51,462**	
026000	00100	51023000	Health & Life Ins.	71	026000	00100	53042000	Transportation	71	Insufficient funds budgeted for Transportation
Tax Collector Total				**71**					**71**	
023100	00100	51023000	Health & Life Ins.	14,033	023100	00100	53034000	Contracted Services	14,033	Insufficient funds budgeted for contracted services
Clerk of Circuit Court Total				**14,033**					**14,033**	
031000	00100	51014000	Overtime	306	031000	00100	51023000	Health & Life Ins.	306	Actual expenses are dependent upon the number of family members County staff chooses to add to the County's Health Care plan. Budget is based upon an average. When family members are added the actual cost will exceed the budgeted costs.
031700	00100	53040000	Travel & Per Diem	216	031700	00100	53031000	Professional Services	1,100	Expenditures are required to be broken into sub account in order to track for Article V reporting.
031700	00100	53051000	Office Supplies	200						
031700	00100	53052000	Operating Supplies	104						
033000	00100	53052000	Operating Supplies	580						
033400	00100	53031000	Professional Services	114,944	033400	00100	53031500	Expert Witness Fees	43,693	Expenditures are required to be broken into sub account in order to track for Article V reporting.
033400	00100	53049000	Other Charges/Obligations	35,181	033400	00100	53031510	Clinical Evaluations	33,714	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					033400	00100	53034500	Court Interpreters	29,783	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					033400	00100	53040000	Travel & Per Diem	35,093	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					033400	00100	53049500	Jury & Witness Fees	88	Expenditures are required to be broken into sub account in order to track for Article V reporting.
033500	00100	53031000	Professional Services	404,894	033500	00100	53031600	Conflict Attorney	412,648	Expenditures are required to be broken into sub account in order to track for Article V reporting.

Organization Number	Fund	Account Number	Transfer From Account Title	Amount	Organization Number	Fund	Account Number	Transfer To Account Title	Amount	Explanation
010536	12401	53043000	Utilities	334	031100	12401	56064000	Machinery & Equipment	334	Shipping and Handling charges for Digital Presenter.
035000	12700	53041000	Communications	11,259	035000	12700	53033000	Court Reporter Service	10,086	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					035000	12700	53040000	Travel & Per Diem	479	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					035000	12700	53054000	Books, Dues, Publications	577	Additional Law Book supplements required.
036000	12700	53041000	Communications	4,149	036000	12700	53031500	Expert Witness Fees	140	Expenditures are required to be broken into sub account in order to track for Article V reporting.
036000	12700	53042000	Transportation	100	036000	12700	53031510	Clinical Evaluations	521	Expenditures are required to be broken into sub account in order to track for Article V reporting.
036000	12700	53046000	Repairs & Maintenance	967	036000	12700	53033000	Court Reporter Service	823	Expenditures are required to be broken into sub account in order to track for Article V reporting.
036000	12700	53056000	Gas/Oil/Lube	47	036000	12700	53034500	Court Interpreters	1,607	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					036000	12700	53040000	Travel & Per Diem	1,578	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					036000	12700	53049000	Other Charges/Obligations	454	Expenditures are required to be broken into sub account in order to track for Article V reporting.
					036000	12700	53054000	Books, Dues, Publications	257	Additional Law Book supplements required.
Judicial Total				**573,281**					**573,281**	
055000	00100	51012000	Regular Salaries	151	055000	00100	51023000	Health & Life Ins.	151	Budget is based upon an average for Health & Life Ins.
055600	00100	51023000	Health & Life Ins.	1,931	055600	00100	51012000	Regular Salaries & Wages	1,443	1% Salary Pot used from another org.
					055600	00100	51021000	Social Security	82	Social Security for 1% salary increase.
					055600	00100	51022000	Retirement Contributions	406	Retirement for 1% salary increase.
056200	00100	53031000	Professional Services	11	056200	00100	53034000	Contract Services	11	Floormat prices went up. (for dog kennels)
056100	11200	51022000	Retirement Contributions	122,445	056100	11200	51015000	Special Pay	3,802	Estimate for Altamonte Springs Fire Departments were low.
056100	11200	53049000	Other Charges/Obligations	19,004	056100	11200	51023000	Health & Life Ins.	118,643	Budget is based upon an average for Health & Life Ins.
056100	11200	53054000	Books, Dues, Publications	24,166	056100	11200	53043000	Utilities	6,517	Estimate for Altamonte Springs Fire Departments were low.
					056100	11200	53046000	Repairs & Maintenance	12,487	Unanticipated roof repairs to Station 27.
					056100	11200	53052000	Operating Supplies	24,166	Finance Inventory Adjustment.
055608	11908	53047000	Printing & Binding	72	055608	11908	53048000	Promotional Activities	72	Magnets were purchased for Day Care Centers.
123000	12801	56064000	Machinery & Equipment	3,875	123000	12801	59097000	Reimbursements	3,875	Reimbursements for Impact Fee waivers granted.
Public Safety Total				**171,655**					**171,655**	
087000	10400	51021000	Social Security	132	087000	10400	51023000	Health & Life Ins.	132	Budget is based upon an average for Health & Life Ins.
087001	40201	51022000	Retirement	1,119	087001	40201	51023000	Health & Life Ins.	1,119	Budget is based upon an average for Health & Life Ins.
087002	40100	53049000	Other Charges/Obligations	189	013047	40100	59096400	Transfer - Tax Collector	189	Tax Collector Commision for Taxes Collected for Special Assessments
087003	40100	53051000	Office Supplies	580	087003	40100	53032000	Accounting and Auditing	580	Expenses were higher than anticipated
087801	40100	51014000	Overtime	2,584	087801	40100	51012000	Regular Salaries and Wages	2,584	More funds were transferred to the overtime line due to the need fro extra security with contractors on site for emergency call outs which accounts for the insuficient funds for salaries.
087801	40100	51014000	Overtime	3,188	087801	40100	51021000	Social Security Matching	3,188	See Above

Organization Number	Fund	Account Number	Transfer From Account Title	Amount	Organization Number	Fund	Account Number	Transfer To Account Title	Amount	Explanation
087801	40100	51014000	Overtime	1,106	087801	40100	51023000	Health & Life Ins.	1,106	Budget is based upon an average for Health & Life Ins.
087801	40100	53043000	Utilities	498,168	087801	40100	53034000	Contracted Services	498,168	Funds budget for utilities in the utilities account line were paid out of the contracted services line.
087801	40100	53052000	Operating Supplies	7,290	087801	40100	59097002	Refunds	7,290	Unanticipated reimbursement of refund duplicate fees paid by a customer.
087802	40100	51021000	Social Security Matching	184	087003	40100	51023000	Health & Life Ins.	184	See above explanation
087802	40100	53052000	Operating Supplies	2,863	090341	40100	57073000	Other Debt Service	2,863	Arbitrage calculation performed by Finance was higher that anticipated. When budget is input this amount is just a conservative estimate.
087879	40102	53065000	Construction in Progress	23,657	087879	40102	59097000	Reimbursements	23,657	Unanticipated reimbursement of water capacity payment to a developer.
087880	40103	53065000	Construction in Progress	131,754	087880	40103	59097000	Reimbursements	131,754	Unanticipated reimbursement of sewer capacity payment to a developer.
087900	40201	53052000	Operating Supplies	145	087900	40201	53032000	Accounting and Auditing	145	Expenses were higher than anticipated
087900	40201	53034000	Contracted Services	119,607	087900	40201	53049000	Other Charges/Obligations	119,607	Year-end adjustment for a reimbursement to FEMA associated with expenditures that occurred in a prior year.
087920	40201	53049000	Other charges/Obligations	4,723	087920	40201	53034000	Contracted Services	4,723	Waste Tire collected and process exceeded the budgeted amount and funds need to be moved to accommodate expenditures.
087924	40201	53049000	Other charges/Obligations	623	087924	40201	53034000	Contracted Services	623	Electronics Grant encumbrances should have been reduced.
110404	10400	51012000	Regular Salaries & Wages	3,073	087800	10400	51012000	Regular Salaries & Wages	3,073	1% Salary Pot used from another org.
Environmental Services Total				**800,985**					**800,985**	
TOTAL				**1,886,851**					**1,886,851**	