



# Pinellas County

## Staff Report

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**File #:** 15-231, **Version:** 1

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**Subject:**

Receipt and file report of Administrative Budget Amendments from July 1 through September 30, 2015.

**Recommended Action:**

Acceptance of receipt and file report of Administrative Budget Amendments from July 1 through September 30, 2015

**Strategic Plan:**

Deliver first class services to the public and our customers  
5.2 Be responsible stewards of the public's resources

**Summary:**

In accordance with Chapter 129.06, F.S., the Board of County Commissioners (Board) may establish procedures by which the designated Budget Officer may authorize certain budget amendments (Administrative Budget Amendments) without Board approval. The attached schedule reflects the County Administrator approved amendments along with copies of the Administrative Amendments processed in the fourth quarter of Fiscal Year 2015.

**Background Information:**

The Board adopted Resolution 04-62 setting forth the following criteria for Administrative Budget Amendments:

- 1) The designated County Budget Officer may authorize certain intradepartmental budget amendments, not to exceed fifty percent (50%) of the total Department budget, provided the total appropriation of the Department shall not be changed, for Departments under the purview of the County Administrator.
- 2) For capital budgets, departments as noted above shall be defined as the functional classification pursuant to the State of Florida Uniform Accounting System.
- 3) The procedure by which the designated Budget Officer may authorize these amendments is, subject to Chapter 129, Florida Statutes and other applicable provisions of law, as follows:
  - A. The Departments shall submit their proposed intradepartmental budget amendments to the County Administrator as the designated Budget Officer.
  - B. The designated Budget Officer will review and approve or reject the proposed amendments within fifteen (15) days of their submission to the Budget Officer.
  - C. If the amendments are approved, they will be provided to the Clerk's office within seven (7) days of approval.
  - D. The designated Budget Officer will file with the Board a quarterly report of all intradepartmental budget amendments for the preceding quarter within four (4) weeks of the close of the quarter, which shall be filed in the Official Records of the Board, as a public record.

The attached schedule reflects the County Administrator approved Administrative Budget Amendments processed during the fourth quarter of Fiscal Year 2015, together with copies of the amendments.

Budgetary control is maintained at the cost center level in accordance with the criteria set forth in Resolution 04-62 authorizing Administrative Budget Amendments approved by the County Administrator.

**Fiscal Impact:**

Administrative Budget Amendments reallocate previously budgeted funds. These amendments do not change the total appropriation amount for a department in operating funds or for the function and activity total in capital funds.

**Staff Member Responsible:**

Bill Berger, Director, Office of Management and Budget

**Partners:**

N/A