

5

Update, Prev Owner: SCHONNA, Curr Owner: SCHONNA  
Period: 10/27/17 Sorted By: G/L Account

| Account Number     | Refer                        | Description | Job Number | Debits | Credits | Other                |
|--------------------|------------------------------|-------------|------------|--------|---------|----------------------|
| 001-0106-519-31110 | Prof Srv-Attorneys           |             |            |        |         |                      |
| 001-0106-519-31110 | 18-8                         |             |            | 0.00   | 0.00    | 2,923.00- Adjustment |
| 001-0131-525-52040 | Miscellaneous Supplies       |             |            |        |         |                      |
| 001-0131-525-52040 | 18-8                         |             |            | 0.00   | 0.00    | 2,923.00 Adjustment  |
|                    |                              | Fund Total  |            | 0.00   | 0.00    | 0.00                 |
| 113-0230-602-46010 | Repair/Maint-Bldg/Grounds SA |             |            |        |         |                      |
| 113-0230-602-46010 | 18-9                         |             |            | 0.00   | 0.00    | 120.00 Adjustment    |
| 113-0231-603-46010 | Repair/Maint-Bldg/Grounds PD |             |            |        |         |                      |
| 113-0231-603-46010 | 18-9                         |             |            | 0.00   | 0.00    | 100.00 Adjustment    |
| 113-0233-712-46010 | Repair/Maint-Bldg/Grounds    |             |            |        |         |                      |
| 113-0233-712-46010 | 18-9                         |             |            | 0.00   | 0.00    | 220.00- Adjustment   |
|                    |                              | Fund Total  |            | 0.00   | 0.00    | 0.00                 |
| 116-0240-526-64010 | Equipment                    |             |            |        |         |                      |
| 116-0240-526-64010 | 18-6                         |             |            | 0.00   | 0.00    | 4,115.00- Adjustment |
| 116-0206-526-64010 | Equipment                    |             |            |        |         |                      |
| 116-0206-526-64010 | 18-6                         |             | 206        | 0.00   | 0.00    | 4,115.00 Adjustment  |
|                    |                              | Fund Total  |            | 0.00   | 0.00    | 0.00                 |
| 123-0160-552-48010 | Promotional Activities       |             |            |        |         |                      |
| 123-0160-552-48010 | 18-7                         |             |            | 0.00   | 0.00    | 200.00- Adjustment   |
| 123-0160-552-49010 | Comm/Fees/Costs-Other        |             |            |        |         |                      |
| 123-0160-552-49010 | 18-7                         |             |            | 0.00   | 0.00    | 200.00 Adjustment    |
|                    |                              | Fund Total  |            | 0.00   | 0.00    | 0.00                 |
|                    |                              | Grand Total |            | 0.00   | 0.00    | 0.00                 |

LEVY BOCC BUDGET AMENDMENT FORM  
Email to: LEVYFINANCE@LEVYCLERK.COM

|  |   |                                    |
|--|---|------------------------------------|
| Requesting Department / Office:              | 0215 COUNTY FIRE  | One-Time or Recurring?<br>One-time |
| Explanation / Description:                   | Need to move money between lines  |                                    |
| SOURCE of Funds and Required APPROVAL level: | Reducing Expenses (Same Dept, Inter-Category) - Dept Head AND County Coordinator Approval | Grant Match?<br>NO                 |
| BOCC Meeting Date (if Necessary)             |   | Approved?<br>NO                    |

**BUDGET AMENDMENT DETAIL**

| Account Number     | Description | Increase (Decrease) |
|--------------------|-------------|---------------------|
| 116-0240-526-64010 | Equipment   | \$ (4,115)          |
| 116-G206-526-64010 | Equipment   | \$ 4,115            |

Rev & Corr 17-190 / Wrong Year

Net Increase (Decrease) in USES: \$ \_\_\_\_\_

**ADDITIONAL REVENUES/SOURCES ONLY IN THIS SECTION:**

| Account Number | Description | Increase (Decrease) |
|----------------|-------------|---------------------|
|                |             | \$ _____            |

Net Increase (Decrease) in SOURCES: \$ \_\_\_\_\_  
DOES BUDGET AMENDMENT BALANCE?  YES

DEPARTMENT HEAD: James B. Hill  
COUNTY COORDINATOR: [Signature]  
CLERK OR FINANCE OFFICER: \_\_\_\_\_

## Schonna McLean

---

**From:** Shirley Miller <[smiller@levydps.com](mailto:smiller@levydps.com)>  
**Sent:** Thursday, October 26, 2017 9:11 AM  
**To:** levyfinanceDistro  
**Subject:** FW: Budget Amendment  
**Attachments:** 2017\_10\_24\_11\_37\_50.pdf

This budget amendment was for FY18.  
I believe it was processed for FY17.

Can we make that correction using this attached budget amendment?

Thank you,

Shirley A. Miller  
Administrative Assistant II  
Levy County Department of Public Safety  
P.O. Box 448  
Bronson, FL 32621  
352-486-5209  
Fax: 352-486-5401  
[smiller@levydps.com](mailto:smiller@levydps.com)

FY 17-18

18-7

### BUDGET AMENDMENT

DEPARTMENT NAME Tourist Development

DATE 10/25/2017

| Account No.        | Description     | Increase | Decrease |
|--------------------|-----------------|----------|----------|
| 123-0160-552-49010 | Comm/Fees/Other | 200.00   |          |
| 123-0160-552-48010 | Promotional     |          | 200.00   |
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|                    |                 |          |          |

*Carol O'Sullivan*  
DEPARTMENT HEAD SIGNATURE

10/25/2017  
Date

FY 18

LEVY BOCC BUDGET AMENDMENT FORM

Email to: LEVYFINANCE@LEVYCLERK.COM

|  |   |                                    |
|--|---|------------------------------------|
| Requesting Department / Office:              | 0131 EMERGENCY MANAGEMENT   | One-Time or Recurring?<br>One-time |
| Explanation / Description:                   | An oversight, budget amendment needed to restore minimum funding at current level.        |                                    |
| SOURCE of Funds and Required APPROVAL level: | Reducing Expenses (Same Dept, Inter-Category) - Dept Head AND County Coordinator Approval | Grant Match?<br>YES                |
| BOCC Meeting Date (if Necessary)             |   | Approved?                          |

NOTE: ALL COMMITMENTS RECURRING MULTIPLE FISCAL YEARS REQUIRE BOCC APPROVAL

| BUDGET AMENDMENT DETAIL |                        |                     |
|-------------------------|------------------------|---------------------|
| Account Number          | Description            | Increase (Decrease) |
| 001-0106-519-31110      | Prof Srv - Attorneys   | \$ (2,923)          |
| 001-0131-525-52040      | Miscellaneous Supplies | \$ 2,923            |

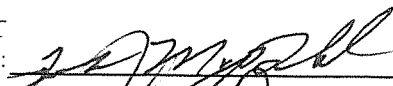
Net Increase (Decrease) in USES: \$

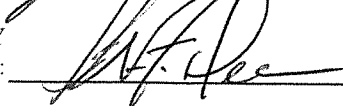
ADDITIONAL REVENUES/SOURCES ONLY IN THIS SECTION:

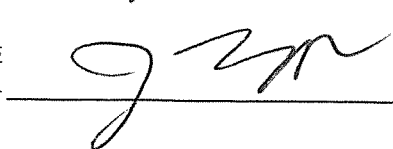
| Account Number | Description | Increase (Decrease) |
|----------------|-------------|---------------------|
|                |             | \$                  |

Net Increase (Decrease) in SOURCES: \$

DOES BUDGET AMENDMENT BALANCE? YES

DEPARTMENT HEAD: 

COUNTY COORDINATOR: 

CLERK OR FINANCE OFFICER: 

### Simple G/L Inquiry

**Fiscal Year: 2018**  
**Fiscal Month: 10**  
**GI Matches: 001-0131\***  
**Account Type: \***  
**Detail Option: D**  
**Include Zero Val: 0**  
**Sort Position: 0**  
**Sort Length: 0**  
**Subtotal Fund: 0**  
**Subtotal Type: 0**

| Account Number     | Description               | Budget            | Adjusted Budget   | Year Beg Balance | MTD Amount      | YTD Amount      | Out Encum     | Balance           | % REC / EXP | Details |
|--------------------|---------------------------|-------------------|-------------------|------------------|-----------------|-----------------|---------------|-------------------|-------------|---------|
| 001-0131-525-12000 | Regular Salaries & Wages  | 21,830.00         | 21,830.00         | 0.00             | 1,679.20        | 1,679.20        | 0.00          | 20,150.80         | 7.69        |         |
| 001-0131-525-14000 | Overtime Salaries & Wages | 1,000.00          | 1,000.00          | 0.00             | 0.00            | 0.00            | 0.00          | 1,000.00          | 0.00        |         |
| 001-0131-525-15000 | Special Pay - Incentive   | 125.00            | 125.00            | 0.00             | 0.00            | 0.00            | 0.00          | 125.00            | 0.00        |         |
| 001-0131-525-21000 | Fica Taxes - Matching     | 1,750.00          | 1,750.00          | 0.00             | 130.76          | 130.76          | 0.00          | 1,619.24          | 7.47        |         |
| 001-0131-525-22000 | Retirement Contributions  | 1,800.00          | 1,800.00          | 0.00             | 133.00          | 133.00          | 0.00          | 1,667.00          | 7.39        |         |
| 001-0131-525-23010 | Health Insurance          | 5,415.00          | 5,415.00          | 0.00             | 416.52          | 416.52          | 0.00          | 4,998.48          | 7.69        |         |
| 001-0131-525-23020 | Life Insurance            | 60.00             | 60.00             | 0.00             | 2.29            | 2.29            | 0.00          | 57.71             | 3.82        |         |
| 001-0131-525-24000 | Workers Comp Premiums     | 100.00            | 100.00            | 0.00             | 0.00            | 0.00            | 0.00          | 100.00            | 0.00        |         |
| 001-0131-525-40010 | Travel                    | 5,500.00          | 5,500.00          | 0.00             | 0.00            | 0.00            | 0.00          | 5,500.00          | 0.00        |         |
| 001-0131-525-41010 | Communications Services   | 12,000.00         | 12,000.00         | 0.00             | 0.00            | 0.00            | 660.00        | 11,340.00         | 5.50        |         |
| 001-0131-525-42000 | Postage/Freight           | 50.00             | 50.00             | 0.00             | 0.00            | 0.00            | 0.00          | 50.00             | 0.00        |         |
| 001-0131-525-43010 | Utility Services          | 9,500.00          | 9,500.00          | 0.00             | 0.00            | 0.00            | 0.00          | 9,500.00          | 0.00        |         |
| 001-0131-525-46030 | Repair/Maint-Equipment    | 5,500.00          | 5,500.00          | 0.00             | 0.00            | 0.00            | 0.00          | 5,500.00          | 0.00        |         |
| 001-0131-525-46050 | Repair/Maint-Computer     | 200.00            | 200.00            | 0.00             | 0.00            | 0.00            | 0.00          | 200.00            | 0.00        |         |
| 001-0131-525-46100 | Repair/Maint-Automotive   | 4,500.00          | 4,500.00          | 0.00             | 0.00            | 0.00            | 0.00          | 4,500.00          | 0.00        |         |
| 001-0131-525-48010 | Promotional Activities    | 1,837.00          | 1,837.00          | 0.00             | 0.00            | 0.00            | 0.00          | 1,837.00          | 0.00        |         |
| 001-0131-525-49010 | Comm/Fees/Cost-Other      | 250.00            | 250.00            | 0.00             | 0.00            | 0.00            | 220.00        | 30.00             | 88.00       |         |
| 001-0131-525-51010 | Office Supplies           | 3,000.00          | 3,000.00          | 0.00             | 0.00            | 0.00            | 0.00          | 3,000.00          | 0.00        |         |
| 001-0131-525-52010 | Gasoline Oil & Lubricants | 10,000.00         | 10,000.00         | 0.00             | 0.00            | 0.00            | 0.00          | 10,000.00         | 0.00        |         |
| 001-0131-525-52040 | Miscellaneous Supplies    | 5,000.00          | 5,000.00          | 0.00             | 0.00            | 0.00            | 0.00          | 5,000.00          | 0.00        |         |
| 001-0131-525-52050 | Clothing & Wearing Appri  | 300.00            | 300.00            | 0.00             | 0.00            | 0.00            | 0.00          | 300.00            | 0.00        |         |
| 001-0131-525-52300 | Equipment under \$1000    | 10,500.00         | 10,500.00         | 0.00             | 0.00            | 0.00            | 0.00          | 10,500.00         | 0.00        |         |
| 001-0131-525-54010 | Books/Subscrpt/Membrshps  | 300.00            | 300.00            | 0.00             | 0.00            | 0.00            | 0.00          | 300.00            | 0.00        |         |
| 001-0131-525-55000 | Training                  | 3,000.00          | 3,000.00          | 0.00             | 0.00            | 0.00            | 0.00          | 3,000.00          | 0.00        |         |
|                    | <b>** GRAND TOTAL **</b>  | <b>103,517.00</b> | <b>103,517.00</b> | <b>0.00</b>      | <b>2,361.77</b> | <b>2,361.77</b> | <b>880.00</b> | <b>100,275.23</b> | <b>3.1</b>  |         |

1 to 24 of 24 Records

106,440  
+ 2,923

### Simple G/L Inquiry

**Fiscal Year: 2017**  
**Fiscal Month: 9**  
**GI Matches: 001-0131\***  
**Account Type: \***  
**Detail Option: D**  
**Include Zero Val: 0**  
**Sort Position: 0**  
**Sort Length: 0**  
**Subtotal Fund: 0**  
**Subtotal Type: 0**

| Account Number     | Description               | Budget            | Adjusted Budget   | Year Beg Balance | MTD Amount       | YTD Amount        | Out Encum       | Balance       | % REC / EXP  | Details |
|--------------------|---------------------------|-------------------|-------------------|------------------|------------------|-------------------|-----------------|---------------|--------------|---------|
| 001-0131-525-12000 | Regular Salaries & Wages  | 21,900.00         | 27,170.00         | 0.00             | 2,728.70         | 27,377.11         | 0.00            | 207.11        | 100.76       |         |
| 001-0131-525-14000 | Overtime Salaries & Wages | 1,000.00          | 0.00              | 0.00             | 1,534.89         | 1,534.89          | 0.00            | 1,534.89      | 0.00         |         |
| 001-0131-525-15000 | Special Pay - Incentive   | 125.00            | 125.00            | 0.00             | 0.00             | 125.00            | 0.00            | 0.00          | 100.00       |         |
| 001-0131-525-21000 | Fica Taxes - Matching     | 1,800.00          | 2,135.00          | 0.00             | 253.89           | 2,116.88          | 0.00            | 18.12         | 99.15        |         |
| 001-0131-525-22000 | Retirement Contributions  | 1,600.00          | 2,105.00          | 0.00             | 271.18           | 2,199.54          | 0.00            | 94.54         | 104.49       |         |
| 001-0131-525-23010 | Health Insurance          | 6,950.00          | 8,920.00          | 0.00             | 572.70           | 8,628.57          | 0.00            | 291.43        | 96.73        |         |
| 001-0131-525-23020 | Life Insurance            | 28.00             | 33.00             | 0.00             | 2.29             | 32.06             | 0.00            | 0.94          | 97.15        |         |
| 001-0131-525-24000 | Workers Comp Premiums     | 100.00            | 50.00             | 0.00             | 0.00             | 48.89             | 0.00            | 1.11          | 97.78        |         |
| 001-0131-525-40010 | Travel                    | 1,500.00          | 6,063.00          | 0.00             | 765.00           | 6,062.02          | 0.00            | 0.98          | 99.98        |         |
| 001-0131-525-41010 | Communications Services   | 12,000.00         | 10,400.00         | 0.00             | 810.26           | 9,620.63          | 854.20          | 74.83         | 100.72       |         |
| 001-0131-525-42000 | Postage/Freight           | 50.00             | 25.00             | 0.00             | 0.00             | 22.36             | 0.00            | 2.64          | 89.44        |         |
| 001-0131-525-43010 | Utility Services          | 9,500.00          | 8,500.00          | 0.00             | 1,151.39         | 8,205.02          | 357.66          | 62.68         | 100.74       |         |
| 001-0131-525-46010 | Repair/Maint-Bldg/Grounds | 1,000.00          | 4,610.00          | 0.00             | 2,080.00         | 4,590.51          | 0.00            | 19.49         | 99.58        |         |
| 001-0131-525-46030 | Repair/Maint-Equipment    | 5,500.00          | 5,824.00          | 0.00             | 188.89           | 5,713.66          | 0.00            | 110.34        | 98.11        |         |
| 001-0131-525-46050 | Repair/Maint-Computer     | 200.00            | 0.00              | 0.00             | 0.00             | 0.00              | 0.00            | 0.00          | 0.00         |         |
| 001-0131-525-46100 | Repair/Maint-Automotive   | 4,500.00          | 3,825.00          | 0.00             | 99.48            | 2,534.80          | 890.11          | 400.09        | 89.54        |         |
| 001-0131-525-48010 | Promotional Activities    | 1,837.00          | 1,487.00          | 0.00             | 0.00             | 1,484.17          | 0.00            | 2.83          | 99.81        |         |
| 001-0131-525-49010 | Comm/Fees/Cost-Other      | 250.00            | 495.00            | 0.00             | 0.00             | 494.08            | 0.00            | 0.92          | 99.81        |         |
| 001-0131-525-51010 | Office Supplies           | 3,000.00          | 1,815.00          | 0.00             | 71.76            | 1,018.59          | 0.00            | 796.41        | 56.12        |         |
| 001-0131-525-52010 | Gasoline Oil & Lubricants | 10,000.00         | 8,750.00          | 0.00             | 776.53           | 7,217.74          | 1,527.17        | 5.09          | 99.94        |         |
| 001-0131-525-52040 | Miscellaneous Supplies    | 5,000.00          | 3,053.00          | 0.00             | 391.58           | 2,960.37          | 153.99          | 61.36         | 102.01       |         |
| 001-0131-525-52050 | Clothing & Wearing Apprl  | 300.00            | 735.00            | 0.00             | 0.00             | 733.90            | 0.00            | 1.10          | 99.85        |         |
| 001-0131-525-52300 | Equipment under \$1000    | 7,000.00          | 3,315.00          | 0.00             | 0.00             | 3,314.22          | 0.00            | 0.78          | 99.98        |         |
| 001-0131-525-54010 | Books/Subscrpt/Membrshps  | 300.00            | 3,520.00          | 0.00             | 14.99            | 3,509.89          | 0.00            | 10.11         | 99.71        |         |
| 001-0131-525-55000 | Training                  | 3,000.00          | 1,885.00          | 0.00             | 0.00             | 1,883.50          | 0.00            | 1.50          | 99.92        |         |
| 001-0131-525-62010 | Buildings                 | 3,000.00          | 0.00              | 0.00             | 0.00             | 0.00              | 0.00            | 0.00          | 0.00         |         |
| 001-0131-525-63010 | Improv-Other than Bldg    | 1,500.00          | 0.00              | 0.00             | 0.00             | 0.00              | 0.00            | 0.00          | 0.00         |         |
| 001-0131-525-64010 | Equipment                 | 3,500.00          | 1,600.00          | 0.00             | 0.00             | 1,599.99          | 0.00            | 0.01          | 100.00       |         |
|                    | <b>** GRAND TOTAL **</b>  | <b>106,440.00</b> | <b>106,440.00</b> | <b>0.00</b>      | <b>11,713.53</b> | <b>103,028.39</b> | <b>3,783.13</b> | <b>371.52</b> | <b>100.4</b> |         |

1 to 28 of 28 Records



Leatha Keene <leathakeene@levydisaster.com>

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## Emergency Management Local Funding Budget Amendment

1 message

---

Jared Blanton <blanton-jared@levyclerk.com>

Fri, Oct 20, 2017 at 11:03 AM

To: Leatha Keene <leathakeene@levydisaster.com>, Wilbur Dean <dean-wilbur@levycounty.org>

Cc: David Peaton <davidpeaton@levydisaster.com>, Ali Tretheway <tretheway-ali@levycounty.org>, levyfinanceDistro <levyfinance@levyclerk.com>

Leatha,

Use this line instead:

001-0106-519-31110

Wilbur:

Emergency Management is going to be sending over a budget amendment for between \$2,000 and \$3,000 to move expenditures from the line above into their Local Emergency Management budget.

When we reduced payroll costs, I didn't have their "minimum local" participation levels in mind, so the reduction of their overall budget would work fine from an operational standpoint, but it's quite possible they will get penalized in their funding from the State and Feds for not maintaining the same levels of local \$ participation. So, we should've just plugged that reduction of payroll costs back into their operating costs, but again, I wasn't thinking in those terms in the heat of the budget race this summer. It's just a little detail (not the only one, I'm sure) that I didn't give consideration to.

So, our options are to pull from Contingency Reserve and take this before the BOCC, or find some expense line that we can afford to reduce elsewhere in the General Fund and get your approval. In this case, since we're talking about such a small amount, I think we can do the latter. The line being used here is a rarely-used line that we've occasionally paid attorneys from, but that stuff tends to go directly through Anne's office, and I think it more appropriate that it go through her office, anyway, for various reasons.

Let me know if something needs clarified.

Thanks,

Jared Blanton, MBA, CPA



**LEVY BOCC BUDGET AMENDMENT FORM**  
 Email to: LEVYFINANCE@LEVYCLERK.COM

FY18

|                                 |           |                        |          |
|---------------------------------|-----------|------------------------|----------|
| Requesting Department / Office: | 0100 BOCC | One-Time or Recurring? | One-time |
|---------------------------------|-----------|------------------------|----------|

|                            |  |
|----------------------------|--|
| Explanation / Description: | Transfer of funds in order to create/establish budget in new G/L lines |
|----------------------------|--|

|  |   |              |    |
|--|---|--------------|----|
| SOURCE of Funds and Required APPROVAL level: | Reducing Expenses (Inter-Department) - Dept Head(s) AND County Coordinator Approval | Grant Match? | NO |
|--|---|--------------|----|

|                                  |  |   |           |
|----------------------------------|--|---|-----------|
| BOCC Meeting Date (if Necessary) |  | NOTE: ALL COMMITMENTS RECURRING MULTIPLE FISCAL YEARS REQUIRE BOCC APPROVAL | Approved? |
|----------------------------------|--|---|-----------|

| BUDGET AMENDMENT DETAIL |                           |                     |       |
|-------------------------|---------------------------|---------------------|-------|
| Account Number          | Description               | Increase (Decrease) |       |
| 113-0233-712-46010      | Repair/Maint-Bldg/Grounds | \$                  | (220) |
| 113-0230-602-46010      | Repair/Maint-Bldg/Grounds | \$                  | 120   |
| 113-0231-603-46010      | Repair/Maint-Bldg/Grounds | \$                  | 100   |

Net Increase (Decrease) in USES: \$ -

| ADDITIONAL REVENUES/SOURCES ONLY IN THIS SECTION: |             |   |
|---|-------------|---|
| Account Number                                    | Description | Increase (Decrease)                     |
|   |             | \$ <span style="float: right;">-</span> |

Net Increase (Decrease) in SOURCES: \$ -  
 DOES BUDGET AMENDMENT BALANCE? YES

DEPARTMENT HEAD: \_\_\_\_\_  
 COUNTY COORDINATOR: W.F. [Signature]  
 CLERK OR FINANCE OFFICER: \_\_\_\_\_

K4  
18/2/17

**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
VOUCHER FORM**

VENDOR NAME Jones & Son VENDOR # 38

REMITTANCE ADDRESS PO Box 183  
Trenton, FL 32693

~~113-0233-712~~

| INVOICE DATE | INVOICE # | 113 ACCOUNT NO.             | AMOUNT   |
|--------------|-----------|-----------------------------|----------|
| 5/10/17      | 9877175   | (SA) 001-0230-602-46010     | 104.95 ✓ |
|              |           | (PD) 113 001-0231-603-46010 | 83.96 ✓  |
|              |           | (VETS) 001-0122-519-46401   | 41.93    |
|              |           |                             |          |
|              |           |                             |          |
|              |           |                             |          |
|              |           |                             |          |
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300.-

113-0233-712-46010

230.84  
Amount of Voucher

GOODS AND/OR SERVICES PER ATTACHED INVOICES HAVE BEEN RECEIVED

APPROVED BY \_\_\_\_\_  
Department Head

CLERK APPROVAL \_\_\_\_\_