

## COUNCIL ACTION ITEM

### BUDGET TRANSFER REQUEST

September 14, 2023 Council Meeting

#### **Background Situation** (brief history of situation):

Healthy Start – Healthy Families St. Lucie Program. Program has submitted a Budget Transfer Request to move funds between budget line items. The request is merely a transfer and does not include any new funding.

#### **Current Situation** (why it is being brought to Council now):

The Healthy Start Healthy Family program is requesting a budget transfer of \$19,679. The agency would like to reduce the Health Insurance (-\$13,000) and Travel: Mileage (-\$6,679) account line items. The agency is requesting to move funds to Office (\$10,000) to replace staff laptops, Salaries (\$2,900), Specific Assistance to Individuals (\$2,000), Occupancy (\$1,678), Professional Services: Other (\$1,100), Insurance (\$1,046) and Equipment Maintenance (\$955).

#### **Action** (requested or required of Council):

The Council is being asked to approve a Budget Transfer as described above and in the ***attached*** Budget Transfer Request.

#### **Team Recommendation:**

**Strengths:** The expenses align with the agency's stated goals and their budget with expenses for the remainder of the fiscal year and minimizes underspending by transferring funds to other line items.

**Concerns:** None at this time.

**Recommendation:** CSC Team recommends approval of the Budget Transfer Request for Healthy Start – Healthy Families St. Lucie Program for \$19,679.

GL	Current Budget	Transfer FROM Amount	Transfer TO Amount	Revised Budget
Salaries & Wages	\$262,589.25	\$ .00	\$2,900.00	\$265,489.25
FICA: Social Security	\$17,400.40	\$ .00	\$ .00	\$17,400.40
Florida Retirement	\$5,000.00	\$ .00	\$ .00	\$5,000.00
Health Insurance	\$53,775.35	\$13,000.00	\$ .00	\$40,775.35
Worker's Compensation	\$3,170.00	\$ .00	\$ .00	\$3,170.00
Reemployment	\$100.00	\$ .00	\$ .00	\$100.00
Professional Services: Legal	\$ .00	\$ .00	\$ .00	\$ .00
Professional Services: Audit	\$2,000.00	\$ .00	\$ .00	\$2,000.00
Professional Services: Other	\$1,000.00	\$ .00	\$1,100.00	\$2,100.00
Travel: Mileage	\$8,240.00	\$6,679.18	\$ .00	\$1,560.82
Travel: Other	\$1,500.00	\$ .00	\$ .00	\$1,500.00
Utilities	\$ .00	\$ .00	\$ .00	\$ .00
Occupancy	\$3,975.00	\$ .00	\$1,677.61	\$5,652.61
Food and Nutrition	\$ .00	\$ .00	\$ .00	\$ .00
Specific Assistance to Individual Insurance	\$4,000.00	\$ .00	\$2,000.00	\$6,000.00
Equipment Maintenance	\$5,000.00	\$ .00	\$1,046.57	\$6,046.57
Advertising	\$1,900.00	\$ .00	\$955.00	\$2,855.00
Publishing	\$460.00	\$ .00	\$ .00	\$460.00
Office	\$ .00	\$ .00	\$ .00	\$ .00
Office	\$11,692.00	\$ .00	\$10,000.00	\$21,692.00
Dues & Memberships	\$1,545.00	\$ .00	\$ .00	\$1,545.00
Capital Outlay	\$ .00	\$ .00	\$ .00	\$ .00
Miscellaneous	\$5,115.00	\$ .00	\$ .00	\$5,115.00
<b>TOTALS</b>	<b>\$388,462.00</b>	<b>\$19,679.18</b>	<b>\$19,679.18</b>	<b>\$388,462.00</b>