

TRANSFERS:

1.) Fund: General Amount: \$ 588,238.00

Explanation: Budget transfer in the General Fund to add budget for Hurricane Irma expenditures (actual & anticipated).

Support: Tab 1 Page A

2.) Fund: Law Library Amount: \$ 2,500.00

Explanation: Budget transfer in the Law Library Fund to cover budget shortfall for monthly subscriptions.

Support: Tab 1 Page B

3.) Fund: SAISSA MSBU Amount: \$ 8,330.00

Explanation: Budget transfer in the SAISSA MSBU Fund to add budget for Hurricane Irma expenditures.

Support: Tab 1 Page C

Tab 1
Page A

Budget Transfer Request

Requesting Dept: OMB Fund: General Transfer # _____

Requested By: Cindy Wood *CW* Date: 9/30/2017

Purpose: Budget needed for Hurricane Irma expenditures (includes actual & estimate for remainder of year).

					Fin. Serv. Use Only
	Acct. Number	Acct. Description	Amount	Available Budget	Verified Available
Transfer:					
From:	<u>01999599-599083</u>	<u>Reserves-Capital Plan</u>	<u>\$ (588,238.00)</u>	<u>\$ 904,160.00</u>	
To:	<u>01254525-531325 HIRMA</u>	<u>SW O&M LFG</u>	<u>\$ 23,611.00</u>	<u>\$ -</u>	
To:	<u>01254525-534000 HIRMA</u>	<u>Other Contractual Svcs</u>	<u>\$ 409,034.00</u>	<u>\$ (11,080.62)</u>	
To:	<u>01254525-540000 HIRMA</u>	<u>Travel & Per Diem</u>	<u>\$ 1,560.00</u>	<u>\$ (1,560.00)</u>	
To:	<u>01254525-541000 HIRMA</u>	<u>Communications</u>	<u>\$ 2,967.00</u>	<u>\$ (2,966.26)</u>	
To:	<u>01254525-543000 HIRMA</u>	<u>Utility Services</u>	<u>\$ 3,187.00</u>	<u>\$ -</u>	
To:	<u>01254525-543003 HIRMA</u>	<u>Waste Disposal Svcs</u>	<u>\$ 1,650.00</u>	<u>\$ (1,650.00)</u>	
To:	<u>01254525-544000 HIRMA</u>	<u>Rentals & Leases</u>	<u>\$ 16,192.00</u>	<u>\$ (14,171.25)</u>	
To:	<u>01254525-546000 HIRMA</u>	<u>Repairs & Maintenance</u>	<u>\$ 74,950.00</u>	<u>\$ (60,779.53)</u>	
To:	<u>01254525-552000 HIRMA</u>	<u>Misc Supplies</u>	<u>\$ 44,221.00</u>	<u>\$ (41,430.84)</u>	
To:	<u>01254525-552020 HIRMA</u>	<u>Gas Oil & Lubricants</u>	<u>\$ 2,223.00</u>	<u>\$ (2,222.96)</u>	
To:	<u>01254525-552640 HIRMA</u>	<u>Equipment <\$750</u>	<u>\$ 7,454.00</u>	<u>\$ (7,385.69)</u>	
To:	<u>01254525-553010 HIRMA</u>	<u>Materials</u>	<u>\$ 1,189.00</u>	<u>\$ (988.50)</u>	
To:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	
To:	_____	_____	_____	_____	

Approved By:

BOCC: _____ Clerk of Courts: _____

Date: _____ Date: _____

Financial Services Use Only

Action Completed: _____

Signature/Date _____

2016/2017 Fiscal Year:

		Current Budget	Estimated Costs*	Budget Transfer Needed
01254525-531325	SW O&M LFG	\$ -	\$ 23,610.87	\$ 23,610.87
01254525-534000	15% Other Contractual Svcs	\$ -	\$ 355,681.19	\$ 355,681.19 409,033.37
01254525-540000	Travel & Per Diem	\$ -	\$ 1,560.00	\$ 1,560.00
01254525-541000	Communications	\$ -	\$ 2,966.26	\$ 2,966.26
01254525-543000	Utility Svcs	\$ -	\$ 3,186.03	\$ 3,186.03
01254525-543003	Waste Disposal Svcs	\$ -	\$ 1,650.00	\$ 1,650.00
01254525-544000	Rentals & Leases	\$ -	\$ 16,191.25	\$ 16,191.25
01254525-546000	Repairs & Maint Svcs (includes PD carry forwards)	\$ -	\$ 14,170.00	\$ 14,170.00 74,949.53
01254525-552000	15% Misc Operating Supplies	\$ -	\$ 38,452.75	\$ 38,452.75 44,220.66
01254525-552020	Gas, Oil & Lubricants	\$ -	\$ 2,222.96	\$ 2,222.96
01254525-552640	Equipment < \$750	\$ -	\$ 7,453.27	\$ 7,453.27
01254525-553010	Materials	\$ -	\$ 1,188.50	\$ 1,188.50
43607539-561061	Survey Analysis - FEMA	\$ -	\$ 8,330.00	\$ 8,330.00
				\$ 476,663.08
				588,232.70

* Includes actual to date 11.13.17 and estimate for remainder of year

11/15/2017 09:14
 6235cwo

**BOARD OF COMMISSIONERS
 YEAR-TO-DATE BUDGET REPORT**
P 1
glytdbud

FOR 2017 99

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01254525 EMERGENCY & DISASTERS						
01254525 534000 HIRMA	OTHER CONTRACTUAL SERVICES					
0.00	0.00	0.00	11,080.62	0.00	-11,080.62	100.0%
01254525 540000 HIRMA	TRAVEL AND PER DIEM					
0.00	0.00	0.00	1,560.00	0.00	-1,560.00	100.0%
01254525 541000 HIRMA	COMMUNICATIONS					
0.00	0.00	0.00	2,966.26	0.00	-2,966.26	100.0%
01254525 543003 HIRMA	WASTE DISPOSAL SERVICES					
0.00	0.00	0.00	1,650.00	0.00	-1,650.00	100.0%
01254525 544000 HIRMA	RENTALS AND LEASES					
0.00	0.00	0.00	14,171.25	0.00	-14,171.25	100.0%
01254525 546000 HIRMA	REPAIRS AND MAINTENANCE SVCS					
0.00	0.00	0.00	6,922.00	53,857.53	-60,779.53	100.0%
01254525 552000 HIRMA	MISC OPERATING SUPPLIES					
0.00	0.00	0.00	41,430.84	0.00	-41,430.84	100.0%
01254525 552020 HIRMA	GAS, OIL & LUBRICANTS					
0.00	0.00	0.00	2,222.96	0.00	-2,222.96	100.0%
01254525 552640 HIRMA	EQUIPMENT <\$750					
0.00	0.00	0.00	7,385.69	0.00	-7,385.69	100.0%
01254525 553010 HIRMA	MATERIALS					
0.00	0.00	0.00	988.50	0.00	-988.50	100.0%
TOTAL EMERGENCY & DISASTERS						
0.00	0.00	0.00	90,378.12	53,857.53	-144,235.65	100.0%
TOTAL EXPENSES						
0.00	0.00	0.00	90,378.12	53,857.53	-144,235.65	
GRAND TOTAL						
0.00	0.00	0.00	90,378.12	53,857.53	-144,235.65	100.0%

** END OF REPORT - Generated by Cindy C Wood **

Budget Transfer Request

Requesting Dept: OMB Fund: General Transfer #

Requested By: Cindy Wood *CW* Date: 9/30/2017

Purpose: Budget needed for Hurricane Irma expenditures (includes actual & estimate for remainder of year).

				Fin. Serv. Use Only
	Acct. Number	Acct. Description	Amount	Available Balance
Transfer:				
From:	<u>01999599-399100</u>	<u>Cash Forward</u>	<u>\$(588,238.00)</u>	<u>\$ 8,379,301.00</u>
To:	<u>01254525-399100 HIRMA</u>	<u>Cash Forward</u>	<u>\$(588,238.00)</u>	<u>\$ -</u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
From:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
To:	<u> </u>	<u> </u>	<u> </u>	<u> </u>

COPY

Approved By:
BOCC: Clerk of Courts:
Date: Date:

Financial Services Use Only
Action Completed:
Signature/Date

Tab 1
Page B

Budget Transfer Request

Requesting Dept: OMB Fund: Law Library Transfer # _____

Requested By: Cindy Wood CW Date: 9/30/2017

Purpose: Budget needed to cover monthly subscriptions that increased over previous fiscal year.

				Fin. Serv. Use Only
	Acct. Number	Acct. Description	Amount	Available Budget
Transfer:				Verified Available
From:	<u>19999599-599001</u>	<u>Reserves for Contingencies</u>	<u>\$ (2,500)</u>	<u>\$ 142,527.00</u>
To:	<u>19166714-554000</u>	<u>Dues & Subscriptions</u>	<u>\$ 2,500</u>	<u>\$ (928.12)</u>
To:	_____	_____	_____	_____
To:	_____	_____	_____	_____
To:	_____	_____	_____	_____
To:	_____	_____	_____	_____
To:	_____	_____	_____	_____
To:	_____	_____	_____	_____
From:	_____	_____	_____	_____
To:	_____	_____	_____	_____
From:	_____	_____	_____	_____
To:	_____	_____	_____	_____
From:	_____	_____	_____	_____
To:	_____	_____	_____	_____

Approved By: _____

BOCC: _____ Clerk of Courts: _____

Date: _____ Date: _____

Financial Services Use Only

Action Completed: _____
Signature/Date

11/03/2017 09:33
6235cwoo

BOARD OF COMMISSIONERS
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2017 99

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
19166714 GEN OPS/PUBLIC LAW LIBRARY						
53 OPERATING						
19166714 534000	OTHER CONTRACTUAL SERVICES					
0.00	3,000.00	3,000.00	3,000.00	0.00	0.00	100.0%
19166714 554000	DUES & SUBSCRIPTIONS					
29,200.00	2,100.00	31,300.00	32,228.12	0.00	-928.12	103.0%
TOTAL OPERATING						
29,200.00	5,100.00	34,300.00	35,228.12	0.00	-928.12	102.7%
56 CAPITAL OUTLAY						
19166714 564000	EQUIPMENT					
5,100.00	-5,100.00	0.00	0.00	0.00	0.00	.0%
TOTAL CAPITAL OUTLAY						
5,100.00	-5,100.00	0.00	0.00	0.00	0.00	.0%
19999599 RESERVES						
59 OTHER USES						
19999599 599001	RESERVES FOR CONTINGENCIES					
143,120.00	-593.00	142,527.00	0.00	0.00	142,527.00	.0%
TOTAL OTHER USES						
143,120.00	-593.00	142,527.00	0.00	0.00	142,527.00	.0%
GRAND TOTAL						
177,420.00	-593.00	176,827.00	35,228.12	0.00	141,598.88	19.9%

** END OF REPORT - Generated by Cindy C Wood **

Tab 1
Page C

16/17

Purpose:	To properly record expenditures/budget in the period incurred. The Preliminary Damage Assessment (Task Order 27) was completed in September 2017.
-----------------	---

11-7-17

	Acct. Number	Acct. Description	Amount	Available Balance	Fin. Serv. Use Only
Transfer:					
From:	43999599 599211	Reserves-Storm Response	\$ (8,330.00)	\$ 185,000.00	
To:	43607539 531060 HIRMA	Prelim Damage Assessesmt	\$ 8,330.00	\$ -	
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					
			\$ -		
			\$ -		

Approved By:

BOCC: _____	Clerk of Courts: _____
Date: _____	Date: _____

Action Completed:

Signature/Date

16/17

Olsen Associates, Inc.

Invoice

2618 Herschel Street
Jacksonville, FL 32204-4512
(904) 387-6114 FAX (904) 384-7368

DATE	INVOICE #
10/4/2017	2017294

BILL TO
SAISSA Attn: Nick Lambaise - Amelia Island Mgmt 5440 First Coast Highway Amelia Island, Florida 32034 cc: Bill Moore

16/17 September Expend. June

P.O. NO.	TERMS
CM1852-T.O. 27	Net 30 Days

QTY	DESCRIPTION	RATE	AMOUNT
	SAISSA - Hurricane Irma Preliminary Assessment Task Order 27 (\$9,800.00 L.S.) [September, 2017] Post-Hurricane Irma Preliminary Assessment and Documentation 85% (\$9,800) Amount Invoiced To Date: \$8,330.00 Amount Previously Invoiced: \$0 Amount Due This Period: \$8,330.00 Balance Remaining: \$1,470.00 Approved to Pay Willie R Moore Oct 5, 2017 43607539-531060 16/17 1) BT 2) cc Bill Moore, Skye & Drew Wallace 5/13/17	8,330.00	8,330.00
Please make check payable to Olsen Associates, Inc. Thank you.			Total \$8,330.00

Steph Skye
HIRMA

17/18

1) BT ✓ 531060 HIRMA \$1,470

11/03/2017 08:40
6235clew

BOARD OF COMMISSIONERS
NASSAU COUNTY



P 2
glytdbud

FOR 2017 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
43606539 531213 LEGAL SERVICES	6,000	0	6,000	6,000.00	.00	.00	100.0%
43606539 542000 FREIGHT AND POSTAG	1,500	0	1,500	.00	.00	1,500.00	.0%
43606539 547000 PRINTING AND BINDI	2,700	0	2,700	.00	.00	2,700.00	.0%
43606539 549000 OTHER CURRENT CHAR	2,000	5,000	7,000	5,128.10	.00	1,871.90	73.3%
43606539 549002 ADVERTISING	3,000	0	3,000	1,445.60	.00	1,554.40	48.2%
TOTAL ASSESSMENT PROGRAM COSTS	19,700	5,000	24,700	17,073.70	.00	7,626.30	69.1%
43606582 ASSESSMENT PROGRAM COST - T/O							
43606582 591910 CLERK TRANS TO CONS	12,839	-272	12,567	11,732.16	.00	834.84	93.4%
43606582 591910 PROPA TRANS TO CONS	5,920	272	6,192	6,192.00	.00	.00	100.0%
43606582 591910 TAXCO TRANS TO CONS	11,839	0	11,839	11,340.26	.00	498.74	95.8%
TOTAL ASSESSMENT PROGRAM COST - T/O	30,598	0	30,598	29,264.42	.00	1,333.58	95.6%
43607539 STORM RESPONSE							
43607539 531060 HMATT PRELIM DAMAGE	0	15,000	15,000	15,000.00	.00	.00	100.0%
43607539 531061 HMATT SURVEY, ANALY	0	65,000	65,000	58,500.00	.00	6,500.00	90.0%
TOTAL STORM RESPONSE	0	80,000	80,000	73,500.00	.00	6,500.00	91.9%
43999599 RESERVES							
43999599 599211 RESERVES-STORM RES	265,000	-80,000	185,000	.00	.00	185,000.00	.0%
43999599 599212 RESERVES-DESIGN &	111,352	0	111,352	.00	.00	111,352.00	.0%
43999599 599900 CASH TO BE CARRIED	40,000	0	40,000	.00	.00	40,000.00	.0%
TOTAL RESERVES	416,352	-80,000	336,352	.00	.00	336,352.00	.0%
TOTAL SAIS STABILIZATION MSBU	1,127,930	2,134	1,130,064	433,241.58	.00	696,822.42	38.3%
TOTAL EXPENSES	1,127,930	2,134	1,130,064	433,241.58	.00	696,822.42	
GRAND TOTAL	1,127,930	2,134	1,130,064	433,241.58	.00	696,822.42	38.3%

** END OF REPORT - Generated by Cathy Lewis **

BT
to 43607539-531060 #IRMA
from 185,000 \$8,330

11/03/2017 08:42
6235clew

BOARD OF COMMISSIONERS
NASSAU COUNTY

P 1
glytdbud

FOR 2017 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
143 SAIS STABILIZATION MSBU							
43607539 STORM RESPONSE							
43607539 531060 HIRMA PRELIM DAMAGE	0	0	0	.00	.00	.00	.0%
43607539 531060 HMATT PRELIM DAMAGE	0	15,000	15,000	15,000.00	.00	.00	100.0%
43607539 531061 HIRMA SURVEY, ANALY	0	0	0	.00	.00	.00	.0%
43607539 531061 HMATT SURVEY, ANALY	0	65,000	65,000	58,500.00	.00	6,500.00	90.0%
TOTAL STORM RESPONSE	0	80,000	80,000	73,500.00	.00	6,500.00	91.9%
TOTAL SAIS STABILIZATION MSBU	0	80,000	80,000	73,500.00	.00	6,500.00	91.9%
TOTAL EXPENSES	0	80,000	80,000	73,500.00	.00	6,500.00	
GRAND TOTAL	0	80,000	80,000	73,500.00	.00	6,500.00	91.9%

+ 8330⁰⁰ (70)

** END OF REPORT - Generated by Cathy Lewis **

17/18



11/06/2017 10:41
6235clac

BOARD OF COMMISSIONERS
YEAR-TO-DATE BUDGET REPORT

P 3
glytdbud

FOR 2018 99

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
43606539 549002 ADVERTISING						
3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	.0%
TOTAL ASSESSMENT PROGRAM COSTS						
19,700.00	0.00	19,700.00	0.00	0.00	19,700.00	.0%
43606582 ASSESSMENT PROGRAM COST - T/O						
43606582 591910 CLERK TRANS TO CONSTITUTION OFFICER						
16,145.00	0.00	16,145.00	0.00	0.00	16,145.00	.0%
43606582 591910 PROPA TRANS TO CONSTITUTION OFFICER						
7,823.00	0.00	7,823.00	0.00	0.00	7,823.00	.0%
43606582 591910 TAXCO TRANS TO CONSTITUTION OFFICER						
15,645.00	0.00	15,645.00	0.00	0.00	15,645.00	.0%
TOTAL ASSESSMENT PROGRAM COST - T/O						
39,613.00	0.00	39,613.00	0.00	0.00	39,613.00	.0%
43607539 STORM RESPONSE						
43607539 531060 HIRMA PRELIM DAMAGE ASSESSMENT						
9,800.00	0.00	9,800.00	0.00	0.00	9,800.00	.0%
43607539 531061 HIRMA SURVEY, ANALYSIS, FEMA						
49,900.00	0.00	49,900.00	0.00	0.00	49,900.00	.0%
TOTAL STORM RESPONSE						
59,700.00	0.00	59,700.00	0.00	0.00	59,700.00	.0%
43999599 RESERVES						
43999599 599211 RESERVES-STORM RESPONSE						
258,700.00	0.00	258,700.00	0.00	0.00	258,700.00	.0%
43999599 599212 RESERVES-DESIGN & PERMITTING						
400,000.00	0.00	400,000.00	0.00	0.00	400,000.00	.0%
43999599 599900 CASH TO BE CARRIED FORWARD						
40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	.0%
TOTAL RESERVES						
698,700.00	0.00	698,700.00	0.00	0.00	698,700.00	.0%

BT

8330⁰⁰S/B 1,470⁰⁰8330⁰⁰

Cindy Wood

From: Chris Lacambra
Sent: Monday, November 13, 2017 9:10 AM
To: William Moore
Cc: Cindy Wood
Subject: RE: SAISSA approval requested

Thanks, Bill.

From: William Moore [mailto:moor1706@bellsouth.net]
Sent: Sunday, November 12, 2017 12:09 PM
To: Chris Lacambra <clacambra@nassaucountyfl.com>
Cc: sreeves@omnihotels.com; skaye10@comcast.net; Cathy Lewis <clewis@nassaucountyfl.com>
Subject: RE: SAISSA approval requested

Chris,
Thank you for preparing the Budget Transfer Requests itemized and explained below and for the telephone clarifications. I approval all of the recommended budget transfers and have initialed each Request and attached above. Regards, Bill.

From: Chris Lacambra [mailto:clacambra@nassaucountyfl.com]
Sent: Wednesday, November 08, 2017 11:59 AM
To: William R. Moore
Cc: sreeves@omnihotels.com; skaye10@comcast.net; Cathy Lewis
Subject: SAISSA approval requested

Bill-

The following SAISSA items need your approval (see attachments):

- In the 2016/17 fiscal year, a journal entry was requested to correct the \$61.25 charge for 2017 annual report expense item. Per our conversation, It should have been charged to 43601539-549000 (SAISSA Operating Costs- Other Current Charges). Also, a 2016/2017 Budget Transfer was requested to restore account 43601539-540000 in the amount of \$62.00. Please approve.
- Although Task Order 27 (Preliminary Damage Assessment) was budgeted for \$8,330.00 in the 2017/2018 fiscal year, the actual expenditure was incurred and recorded in the 2016/2017 fiscal year. As such, in the 2016/2017 fiscal year, a Budget Transfer is required to move appropriations from Reserves-Storm Response to the Preliminary Damage Assessment Account (see attachment). Therefore, reserves will be decreased in 2016/2017. Please approve.
- Pertaining to Task Order 27, since the expenditure was incurred in the prior fiscal year, a 2017/2018 Budget Transfer was requested to move \$8,330 from Preliminary Damage Assessment to Reserves-Storm Response (see attachment). As such, reserves will increase in 2017/2018. Please approve.
- Note: the net effect on reserves per these budget transfers related to Task Order 27 is zero over the two fiscal years.

Call me if you have any questions or concerns.

Chris Lacambra, CPA
Nassau County BOCC
Office of Management & Budget
Financial Management & Budget Analyst
96135 Nassau Place, Suite 2
Yulee, FL 32097
904-530-6008

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, please do not send electronic mail to this entity. Instead, please contact this office by phone or in writing.