

BUDGET AMENDMENT REQUEST
(for budget transfers and/or unbudgeted expenses)

Date 04/29/26
 Parent Fund 00100
 Division Facilities Management
 Department _____

Request for the following transfer be made for the reason(s) stated:

Amount FROM	Fund	Cost Center	Account	Project	Area	TBD
\$ 107,503	00101	570519049	5359000	0000000		
\$						
\$						
\$						
\$						
\$						

TOTAL \$ 107,503

AC
5/5/26

Amount TO	Fund	Cost Center	Account	Project	Area	TBD
\$ 107,503	00101	570519049	5666000	0000000		
\$						
\$						
\$						
\$						
\$						

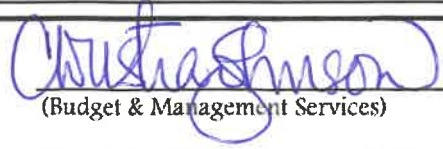
TOTAL \$ 107,503

JUSTIFICATION (attach additional back-up as necessary)

Move funds from operating to capital to cover the cost of upfitting (2) vehicles from FY24/25 that we didn't receive until this FY.

Division Director  5/5/26

Department Director _____

Recommended or not recommended by  (Budget & Management Services) 5/5/26 (Date)

Reason _____

APPROVED / NOT APPROVED
 Board of County Commissioners/County Management _____ (Date)

Requesting Department or Division: **FORWARD TO BUDGET & MANAGEMENT SERVICES**

Account Analysis Report

Ledger Name Polk County BoCC

Ledger Currency USD

Balance Type Actual

Account 00101.570519049.5664970.0000000.00
.0000000

Description General Fund-Partial Cost Centers.Maintenance And Repair Services.Autos, Trucks,
Trailers.Not Project Related.No Area Designated.For Future Use

Beginning Balance for Period						Oct-25	0.00	0.00
Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit	
Spreadsheet	Adjustment	10/01/2025			October 1 encumbrances from FY24/25 to be reversed after rollforward	117,879.98		
Spreadsheet	Adjustment	10/01/2025			October 1 encumbrances from FY24/25 to be reversed after rollforward		117,879.98	
Total for Period						117,879.98	117,879.98	
Ending Balance for Period						Oct-25	0.00	0.00
Beginning Balance for Period						Dec-25	0.00	0.00
Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit	
Payables	Purchase Invoices	12/22/2025	Invoices	2390227	2390227 WEIKERT FORD INC Contract 2021-039, Vehicle Acquisitions and Service Classes 1-5 Upfit and Installation on Two F250's Facilities	12,230.28		
Payables	Purchase Invoices	12/22/2025	Invoices	2390213	2390213 WEIKERT FORD INC Contract 2021-039, Vehicle Acquisitions and Service Classes 1-5 Upfit and Installation on Two F250's Facilities	12,230.28		
Spreadsheet	Adjustment	12/31/2025			FR 5664970 TO 1550001 Prepaid. 2124-3939 Will reverse in CY 25-26	41,520.85		
Spreadsheet	Adjustment	12/31/2025			FR 5664970 TO 1550001 Prepaid. 2124-3940 Will reverse in CY 25-26	41,520.85		
Total for Period						107,502.26	0.00	
Ending Balance for Period						Dec-25	107,502.26	0.00
Total for Account						107,502.26	0.00	
Total for Ledger						107,502.26	0.00	

Holland, Penny

From: Jouppe, Delia
Sent: Wednesday, April 29, 2026 7:45 AM
To: Holland, Penny
Subject: RE: December Vehicle Charges

Good Morning,

The two charges of \$12,230.28 are upfitting charges for the 2 - FY 24/25 Facilities add vehicles.

The two \$ 41,520.85 are for the vehicles, it looks like fixed assets carried them over as Prepaids because they were paid for in FY 24/25, but you hadn't physically received the vehicles. It also looks like the are going to reverse those two adjustments at closing of this year 25/26.

The Vehicles are 2124-3939 and 2124-3940.

Thank you,
Delia Jouppe
Fiscal Manager
Fleet Management
863-534-5661
deliajouppe@polkfl.gov

From: Holland, Penny <PennyHolland@polkfl.gov>
Sent: Tuesday, April 28, 2026 5:10 PM
To: Jouppe, Delia <DeliaJouppe@polkfl.gov>
Subject: December Vehicle Charges

Good afternoon Delia,

I wanted to touch base with you about some charges that appeared back in December related to vehicle acquisitions. We don't have any budget allocated for new vehicles this fiscal year so I'm hoping you might be able to shed some light on what these charges pertain to.

I've attached an account analysis report for your use. Any information you can provide will be greatly appreciated.

Thanks,



Penny Holland
Fiscal Manager
Facilities Management Division