

MEMORANDUM: Fiscal Services 24-022

TO: Board of County Commissioners
Darren Gray, County Manager

VIA: Lisa Spriggs, Chief of Administrative Services *LAS*
Seminole County Sheriff's Office

FROM: Mary B. Hope, Director of Fiscal Services *MBH*
Seminole County Sheriff's Office

DATE: October 30, 2024

SUBJECT: Sheriff's Office FY 2023/24 Budget Closeout – General Fund

In accordance with Section 30.50(6), Florida Statutes, the Sheriff's Office has closed its financial accounts pertaining to FY 2023/24.

The unexpended General Fund balance of \$5,099,469.38 is being returned to the Board of County Commissioners (BCC) via a closeout check provided to the Office of the Clerk of the Circuit Court and Comptroller.

A Budget Amendment Request related to the Sheriff's Office FY 2023/24 Closeout and Appropriation will be scheduled on the November 12, 2024, BCC meeting to request approval to appropriate:

- (1) \$4,532,084.26 in purchase commitments for items not received by 9/30/2024, and
- (2) \$150,000.00 in budget savings requested to fund the Initial System Architecture for the modernization of SCSO's CAFEWEB Case Management System.

The details of the Closeout and Appropriation request are noted in the chart below:

Sheriff's Office FY 2023/24 General Fund Budget Closeout and FY 2023/24 Appropriation Request:	
Return of Sheriff's Office Unexpended Funds	\$ 4,749,469.38
Return of Sheriff's Office Budgetary Contingency	350,000.00
Total Return of Sheriff's Office General Fund Budget - Closeout	\$ 5,099,469.38
Budget Amendment Request to Appropriate Funding FY 2023/24:	
Carryforward funds for purchase commitments not completed by September 30, 2024 (see chart below)	\$ 4,532,084.26
Funding for Modernization Project of CAFEWEB Case Management System	150,000.00
Total Appropriation Request	\$ 4,682,084.26
Net Return of Sheriff's Office General Fund Budget FY 2023/24	\$417,385.12

FY 2023/24 Purchase Commitments Not Completed by September 30, 2024	
Fleet Vehicles and Vehicle-Related Equipment	\$ 2,857,561.25
Mobile Command Vehicle	873,337.00
Technology: Software Applications	569,950.04
Other Equipment/Supplies	231,235.97
Total Purchases Commitments not completed by Fiscal Year-end	\$ 4,532,084.26

If you have any questions regarding this memo, please contact me at (407) 312-8778 or mhope@seminolesheriff.org.

cc: Sheriff Dennis M. Lemma
Lorie Bailey Brown, County Chief Financial Officer
Timothy Jecks, Director, County Office of Management and Budget
Jenny Spencer, Director, Clerk of the Circuit Court and Comptroller