

FUND TRANSFER REQUEST FORM

AGENCY Land & Water Resources	ORGANIZATION Parks	LEGISTAR FILE # 2021 FTR-042
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TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)					CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	873.00	Donation Revenue	LWRPKOP	81566	56,923.00	0.00
2						
3						
4						
	873.00	TRANSFER FROM TOTAL				

TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)					CURRENT BALANCES	
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	811.00	LTE - Cap Springs Expense	LWRPKOP	10092	12,170.00	10,717.00
2	62.00	Social Security	LWRPKOP	10108	201,900.00	186,074.00
3						
4						
	873.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.) To increase the LTE-Cap Springs Expense account due to the Friends of Capital Springs donating \$873 towards a Naturalist LTE for conducting educational activities associated with the Lussier Family Heritage Center and the Capital Springs Recreation Area.	APPROVALS																				
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:15%;">DATE</th> <th style="width:30%;">APPROVED</th> <th style="width:25%;">DENIED</th> </tr> </thead> <tbody> <tr> <td>Oversight Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Controller</td> <td></td> <td></td> <td></td> </tr> <tr> <td>County Executive</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Committee</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DATE	APPROVED	DENIED	Oversight Committee				Controller				County Executive				Finance Committee			
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	Request should be entered into Legistar using the Fund Transfer file type and released into the fund transfer approval sequence. The Controller's Office will approve and refer the request as appropriate in Legistar and obtain the Controller and County Executive approvals. Departments should follow up with their oversight committee to ensure action is taken and recorded in Legistar.																				