

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> Juvenile Court Program	<b>ORGANIZATION</b> Shelter Home	<b>LEGISTAR FILE #</b> 2022 FTR-015
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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	6,816.00	Fence and air conditioning-Shelter Home	JCCAPPRJ	58220		6,816.00	6,816.00
2	277.00	Replacement equipment-Detention	JCCAPPRJ	58333		5,164.00	5,164.00
3							
4							
	7,093.00	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	7,093.00	Shelter Home van replacement	JCCAPPRJ	58141		43,000.00	43,000.00
2							
3							
4							
	7,093.00	TRANSFER TO TOTAL					

<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	<b>APPROVALS</b>			
Funding was included in the 2022 budget to replace a 2003 minivan for the Juvenile Shelter Home with a hybrid van. Production delays prevented ordering until later this fall and the pricing has increased by \$7,093. There is unused capital funding for some projects in the department that can be transferred to make up the difference in cost.		DATE	APPROVED	DENIED
	Oversight Committee			
	Controller			
	County Executive			
	Finance Committee			
	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.			