

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office	ORGANIZATION Field Services Division	LEGISTAR FILE # 2022 FTR-003
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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	100.00	Overtime	SHRFFLD	10027	848,700.00	555,167.81
2						
3						
4						
	100.00	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	100.00	Overtime Reimbursement Revenue	SHRFFLD	80554	0.00	130.74
2						
3						
4						
	100.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Requesting a fund transfer of \$100 from MUNIS account line SHRFFLD 10027 Overtime to account line SHRFFLD 80554 Overtime Reimbursement Revenue. This fund transfer is required to activate revenue account line SHRFFLD 80554, which is currently inactive due to having a zero budget for 2022. The Sheriff's Office receives overtime reimbursement from the WI Department of Justice for Internet Crimes Against Children (ICAC) Task Force activities. A budget for SHRFFLD 80554 needs to be established in order for the Sheriff's Office to deposit overtime reimbursement payments from the ICAC Program.		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.				