

# FUND TRANSFER REQUEST FORM

| AGENCY Administration                                                                                                                                                                                                                                                                                                                                                                            |                             | ORGANIZATION Facilities Management   |          | LEGISTAR FILE #2026 FTR-002 |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------|----------|-----------------------------|-------------------|
| TRANSFER AMOUNT(S) FROM<br>(Decrease Expenditure or Increase revenue)                                                                                                                                                                                                                                                                                                                            |                             |                                      |          |                             |                   |
| Amount in Whole \$\$                                                                                                                                                                                                                                                                                                                                                                             | Account Title               | Account Code<br>(ORG-OBJECT-PROJECT) |          | CURRENT BALANCES            |                   |
| 1 \$142,000.00                                                                                                                                                                                                                                                                                                                                                                                   | CCB 1ST FL SPACE REMODEL-PW | CPFACMGT                             | 57057    | Budgeted Amount             | Available Balance |
| 2                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                      |          | \$956,000.00                | \$943,020.00      |
| 3                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                      |          |                             |                   |
| 4                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                      |          |                             |                   |
| \$142,000.00                                                                                                                                                                                                                                                                                                                                                                                     | TRANSFER FROM TOTAL         |                                      |          |                             |                   |
| TRANSFER AMOUNT(S) TO<br>(Increase Expenditure or Decrease Revenue)                                                                                                                                                                                                                                                                                                                              |                             |                                      |          |                             |                   |
| Amount in Whole \$\$                                                                                                                                                                                                                                                                                                                                                                             | Account Title               | Account Code<br>(ORG-OBJECT-PROJECT) |          | CURRENT BALANCES            |                   |
| 1 \$142,000.00                                                                                                                                                                                                                                                                                                                                                                                   | DCCH CARPET REPLACEMENT     | CPFACMGT                             | 58407    | Budgeted Amount             | Available Balance |
| 2                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                      |          | \$345,000.00                | \$10,001.00       |
| 3                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                      |          |                             |                   |
| 4                                                                                                                                                                                                                                                                                                                                                                                                |                             |                                      |          |                             |                   |
| \$142,000.00                                                                                                                                                                                                                                                                                                                                                                                     | TRANSFER TO TOTAL           |                                      |          |                             |                   |
| APPROVALS                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                      |          |                             |                   |
| EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)                                                                                                                                                                                                                                                          |                             | DATE                                 | APPROVED | DENIED                      |                   |
| Additional areas of worn and unsafe carpet conditions have been identified at the Dane County Courthouse. Additional funding is needed for the replacement of these additional areas of worn carpet and related furniture moving expenses.                                                                                                                                                       |                             | 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. |                             |                                      |          |                             |                   |