

FUND TRANSFER REQUEST FORM

AGENCY	Land & Water Res	ORGANIZATION	Parks	LEGISTAR FILE	2018 FTR-01		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	14,886	Donation Revenue	LWRPKOP 81566				
2							
3							
4							
5							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	\$13,828	LTE- Pheasant Branch	LWRPKOP 10076				
2	\$ 1,058	Social Security	LWRPKOP 10108				
3							
4							
5							
EXPLANATION				APPROVALS			
To increase the LTE-Pheasant Branch Expense account due to the Friends of Pheasant Branch donating \$14,886 towards an LTE to work with volunteer groups at the Pheasant Branch Conservancy. These funds shall carry forward until expended.					DATE	APPROVED	DENIED
				Controller			
				County Executive			
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.							