

FUND TRANSFER REQUEST FORM

AGENCY Office of Justice Reform		ORGANIZATION			LEGISTAR FILE #2024 FTR-016		
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	\$63,750.00	BIGSTEP	OCJR	30438		\$85,000.00	\$63,750.00
2							
3							
4							
	\$63,750.00	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	\$63,750.00	CJ INITIATIVES	OCJR	20549		\$47,103.00	\$47,103.00
2							
3							
4							
	\$63,750.00	TRANSFER TO TOTAL					
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS				
The BIG STEP contract was not negotiated due to the Director of the Office of Justice Reform vacancy. The contract will be negotiated and executed to include the last quarter of 2024. The 2025 contract with BIG STEP will be a separate contract. The fund transfer will allow for critical strategic plan for the Community Justice Council Executive Committee and all subcommittees. Given the addition of community members, new agency stakeholders, and the completion of research projects, a strategic plan will allow for vision and mission alignment, unified goals, commitment to improvement, resource optimization, community engagement, and transparency.				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.				