

FUND TRANSFER REQUEST FORM

AGENCY 684		ORGANIZATION 7665 HVZOO		LEGISTAR FILE # 2021 FTR-004		
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)				CURRENT BALANCES		
Amount in Whole \$\$		Account Title		Account Number (ORG-OBJECT-PROJECT)		
1	\$117,000.00	Donation Expense		ZOO 36560	\$362,686.57	
2						
3						
4						
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)				CURRENT BALANCES		
Amount in Whole \$\$		Account Title		Account Number (ORG-OBJECT-PROJECT)		
1	\$65,000.00	Marketing Expense		ZOO 21491	\$50,000.00	
2	\$52,000.00	Purchase of Trade Service		ZOO 32133	\$19,525.00	
3						
4						
EXPLANATION			APPROVALS			
<p>The Transfer of these funds will balance the Marketing line while adding an additional 50k to be used for Mid-Year Campaign.</p> <p>The Transfer of these funds will balance the Purchase of Trade line while covering the encumbered cost in this line.</p>				DATE	APPROVED	
			Oversight Committee			
			Controller			
			County Executive			
			Finance Committee			
<p>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.</p>						