



FUND TRANSFER REQUEST FORM

AGENCY	Land & Water Res	ORGANIZATION	Parks	LEGISTAR FILE #	2015 FTR-082		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	2,100	LTE- Cap Springs Expense	LWRPKOP 10092	5,276	0	1,012	4,264
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	2,100	LTE Expense	LWRPKOP 10072	176,500	0	176,500	
2							
3							
4							
5							
EXPLANATION				APPROVALS			
To transfer \$2,100 from the Cap Springs LTE Expense account LWRPKOP 10092 to Parks LTE Expense account LWRPKOP 10072. These funds were earmarked for an LTE to supervise two LTEs at Lake Farm Park for a program that is no longer provided.					DATE	APPROVED	DENIED
				Controller	3/8/16		
				County Executive	3-11-16		
				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.			