

## 2025 FUND TRANSFER REQUEST FORM

AGENCY	Human Services Department	ORGANIZATION	Fund 2720	LEGISTAR FILE #	2025 FTR-			
Transferring CDBG grant to match with contracted amount. HAA has reallocated the CDBG grant after the 2024 RES-154 has passed.								
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	(\$25,904.55)	CURRENT YR FORMULA ALLOCATION	CDCDBG	33300	\$ 55,454.00	\$ 55,454.00		
2								
3								
4								
5								
	(\$25,904.55)	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	\$6,473.30	OUTREACH PROGRAM FOR GED/HSED	CDCDBG	30574 CD25	\$ 30,000.00	\$ (6,473.30)		
2	\$8,000.00	DCHS PARATRANSIT SERVICES	CDCDBG	33096 CD25	\$ 10,000.00	\$ (8,000.00)		
3	\$6,431.25	PROJECT HOME MINOR HOME REPAIR	CDCDBG	33104 CD25	\$ 73,569.00	\$ (6,431.25)		
4	\$5,000.00	YW TRANSIT	CDCDBG	30566 CD25	\$ 45,000.00	\$ (5,000.00)		
5								
	\$25,904.55	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS					
This FTR brings the CBBG expenditure budget to the contracted level. We've encumbered for the full contracted amount, which is why current available balance shows negative. This will correct the negative balance.				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.								