

FUND TRANSFER REQUEST FORM

AGENCY Planning & Development			ORGANIZATION Planning Division			DATE 8/5/14	
TRANSFER AMOUNT(S) FROM				FOR ACCOUNTING USE ONLY			
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance	
1	10,200	Limited Term Employees	PDPLNDIV 10072				
2	800	Social Security	PDPLNDIV 10108				
3							
4							
5							
6							
7							
6							
TRANSFER AMOUNT(S) TO				FOR ACCOUNTING USE ONLY			
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Expended Amount	Balance	
1	11,000	Air Quality Inventory - POS	PDPLNDIV 30345				
2							
3							
EXPLANATION			ACTION				
Funds need to be transferred from Planning Division LTE & SS lines to a POS line to pay for a detailed inventory and analysis of air pollution emission sources in Dane County to be conducted by the University of Minnesota. As part of the 2014 budget process \$11,000 was set aside for the Planning Department to hire an LTE for this purpose, but it was determined that it would be most efficient for UMN to conduct this portion of the work along with the remainder of the study which they are conducting for Dane County.			Dept/Committee	Date	Approved		Denied
			Oversight Committee	8/26/14	ZLR		
			Controller				
			County Executive				
			Finance Committee				
Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.							