

FUND TRANSFER REQUEST FORM

AGENCY HIGHWAY	ORGANIZATION	LEGISTAR FILE # 2023 FTR-018
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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	400,000.00	CTH S-P TO TIMBER	HWCONCAP	59181	569,882.11	569,882.11
2						
3						
4						
	400,000.00	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	400,000.00	CTH V-CTH KP TO STH 113	HWCONCAP	58191	1,622,409.37	43,021.32
2						
3						
4						
	400,000.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Project was originally budgeted for 2022 and estimate was based on 2022 construction. Project was started Fall of 2022 and will be completed in 2023. Asphalt bid came in higher than anticipated, culverts and other materials/labor increased in cost.		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.				