

FUND TRANSFER REQUEST FORM

AGENCYHIGHWAY		ORGANIZATION				LEGISTAR FILE #2025 FTR-018		
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	\$11,755.95	VERONA VEHICLE STORAGE BLDG	HWFLTFAC	57035		\$11,755.95	\$11,755.95	
2	\$35,863.57	TOW PLOW BUILDINGS	HWFLTFAC	58210		\$35,863.57	\$35,863.57	
3	\$17,380.48	MADISON FUEL SITE UPGRADE	HWFLTFAC	59207		\$28,723.00	\$28,723.00	
4								
	\$65,000.00	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	\$65,000.00	OUTLYING FACILITIES IMPVMNTS	HWFLTFAC	51096		\$80,000.00	\$49,604.00	
2								
3								
4								
	\$65,000.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS					
Total costs to construct bathrooms for the Albion and Verona sheds came in higher than estimated.				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.								