

FUND TRANSFER REQUEST FORM

AGENCY #648	ORGANIZATION #7665	LEGISTAR FILE #2020 FTR-026
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TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	150,000.00	Donation Expense	ZOO 36560	222,582.09	0.00	18,046.67	204,535.42
2							
3							
4							

TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	150,000.00	Marketing Expense	ZOO 21491	50,000.00	28,427.25	167,450.95	-145,878.20
2							
3							
4							

EXPLANATION	APPROVALS			
Amount being transferred from Donation Expense line covers the Marketing expense for the Henry Vilas Zoo's re-opening strategy, end of year giving and feed the zoo campaign, and promotion of Zoo lights.	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.				