

# FUND TRANSFER REQUEST FORM

AGENCY	Land & Water Res	ORGANIZATION	Administration/Parks	LEGISTAR FILE #	2016 FTR-49		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	7,500	Friends of the Park Revenue	LWRPKOP 84252				
2							
3							
4							
5							
TRANSFER AMOUNT(S) TO				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	6,967	LTE – Forestry	LWRADMIN 10097				
2	533	Social Security	LWRPKOP 10108				
3							
4							
5							
EXPLANATION			APPROVALS				
To transfer \$7,500 from Friends of the Park Revenue account LWRPKOP 84252 to LTE – Forestry Expense account LWRADMIN 10097. These are funds donated by Madison Community Foundation in January 2017 to provide funding for youth labor in forestry. These funds shall carry forward until expended.				DATE	APPROVED	DENIED	
			Controller				
			County Executive				
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.							