

# FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office		ORGANIZATION Capital Projects			LEGISTAR FILE # 2020 FTR-017		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	\$234,476	Replacement of Spillman	CPSHRF 58338	\$234,476	\$0	\$0	\$234,476
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	\$149,476	Vehicle and Equipment Replacement	CPSHRF 58923	\$976,298	\$607,934	\$315,304	\$53,060
2	\$85,000	Equipment for Vehicles	CPSHRF 57398	\$262,265	\$72,028	\$27,972	\$162,265
3							
4							
EXPLANATION			APPROVALS				
In 2012, \$2,000,000 was budgeted to upgrade the Sheriff's Office Records Management System. The actual cost of the project was less than the budgeted amount. Requesting this fund transfer to shift financial resources from the completed project, Upgrade Sheriff's Office Records Management System, to other high priority projects, replacement of vehicles and equipment. Transferring \$243,476 will optimize capital project allocations and reduce capital borrowing in 2021.				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.							

