

FUND TRANSFER REQUEST FORM

AGENCY	Office for Equity and Inclusion	ORGANIZATION	Office for Equity and Inclusion	LEGISTAR FILE # 2018 FTR-42			
TRANSFER AMOUNT(S) FROM			CURRENT BALANCES				
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	3470	Salaries	OEI 10009	544,300	0	409,939.92	134,360.08
2	260	Social Security	OEI 10099	41,700	0	31,152.83	10,547.17
3	270	Retirement	OEI 10108	43,000	0	31,341.42	10,658.58
4							
TRANSFER AMOUNT(S) TO			CURRENT BALANCES				
	Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance
1	4000	Conference training	OEI 20648	4000	0	2270.20	1729.80
2							
3							
4							
EXPLANATION			APPROVALS				
<p>To transfer funds from salary savings to membership for OEI for the WI Year of Learning: Racial Equity Learning Community activities are designed as a capacity building vehicle for all governmental jurisdictions. They offer an opportunity for all units of government to incorporate racial equity into their work, regardless of their membership status. In 2020, an implementation cohort will be launched for Wisconsin to create a supportive community of practice for jurisdictions that have adopted a racial equity action plan and are implementing it.</p>				DATE	APPROVED	DENIED	
			Oversight Committee				
			Controller				
			County Executive				
			Finance Committee				
			<p>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.</p>				