

FUND TRANSFER REQUEST FORM

AGENCY	Land & Water Res	ORGANIZATION	Parks	LEGISTAR FILE	2018 FTR-37		
TRANSFER AMOUNT(S) FROM				CURRENT BALANCES			
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT)	Budgeted Amount	Encumbered Amount	Actual Amount	Balance	
1	\$5,685	Donation Revenue	LWRPKOP 81566				
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	\$5,281	LTE- Cap Springs Expense	LWRPKOP 10092				
2	\$ 404	Social Security	LWRPKOP 10108				
3							
4							
5							
EXPLANATION			APPROVALS				
To increase the LTE-Cap Springs Expense account due to the Friends of Capital Springs donating \$5,685 towards a Naturalist LTE for conducting educational activities associated with the Lussier Family Heritage Center and the Capital Springs Recreation Area. 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.							