

FUND TRANSFER REQUEST FORM

AGENCY County Board			ORGANIZATION County Board			DATE 5/10/17		
TRANSFER AMOUNT(S) FROM				FOR ACCOUNTING USE ONLY				
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Actual Amount	Balance		
1	\$3337	Salaries and Wages	COBOARD10009					
2	\$9000	Auditing Services - POS	COBOARD30390					
3								
4								
5								
6								
7								
6								
TRANSFER AMOUNT(S) TO				FOR ACCOUNTING USE ONLY				
Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Actual Amount	Balance		
1	\$7337	Limited Term Employees	COBOARD10072					
2	\$5000	Conferences and Training	COBOARD 20648					
3								
EXPLANATION			ACTION					
<p>There is extra money in the salary line due to unpaid leave time taken. We are requesting to move this money to the Limited Term Employee line for current and potential LTE's in the County Board Office.</p> <p>Moving money from Auditing Services to Conference and training and additional monies to LTE line</p>			Dept/Committee	Date	Approved	Denied		
			Oversight Committee					
			Controller					
			County Executive					
			Finance Committee					
Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.								