

FUND TRANSFER REQUEST FORM

AGENCY Extension		ORGANIZATION Extension			LEGISTAR FILE # 2025 FTR-030		
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)						CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	\$45,712.00	Salaries and Wages	EXTENSN	10009		\$296,700.00	\$296,700.00
2	\$3,497.00	Social Security	EXTENSN	10108		\$23,900.00	\$23,900.00
3	\$3,291.00	Retirement Fund	EXTENSN	10099		\$20,700.00	\$20,700.00
4							
	\$52,500.00	TRANSFER FROM TOTAL					
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)						CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance
1	\$52,500.00	UW Extension Educators	EXTENSN	30282		\$875,351.00	\$875,351.00
2							
3							
4							
	\$52,500.00	TRANSFER TO TOTAL					
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS				
For the 2026 budget, Salary and benefits for the Extension Director are being transferred from Dane County direct expenses to the Purchase of Service contract with University of Wisconsin - Madison. The next Director will be a 100% UW - Madison employee, co-funded by the County. Total annual co-funding agreement for 2026 is \$70,000. Transfer request is prorated to begin 4/1/26 with retirement of current Director.				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.				