

## FUND TRANSFER REQUEST FORM

|   |   |                                      |                     |                  |                   |        |  |  |
|---|---|--------------------------------------|---------------------|------------------|-------------------|--------|--|--|
| AGENCY  | Human Services Department   | ORGANIZATION                         | Fund 4310           | LEGISTAR FILE #  | 2022 FTR-         |        |  |  |
| 2209141-6   | Transfer between ADRC (Aging & Disability Resource Center) of IIB funds to AAA (Area Agency on Aging) |                                      |                     |                  |                   |        |  |  |
| TRANSFER AMOUNT(S) FROM<br>(Decrease Expenditure or Increase Revenue)   |   |                                      |                     | CURRENT BALANCES |                   |        |  |  |
| Amount in Whole \$\$  | Account Title   | Account Code<br>(ORG-OBJECT-PROJECT) |                     | Budgeted Amount  | Available Balance |        |  |  |
| 1   | \$18,579  | LTE                                  | 42000               | 10072            |                   |        |  |  |
| 2   | \$1,421   | SOCIAL SEC                           | 42000               | 10108            |                   |        |  |  |
| 3   |   |                                      |                     |                  |                   |        |  |  |
| 4   |   |                                      |                     |                  |                   |        |  |  |
|   | <b>\$20,000</b>   | <b>TRANSFER FROM TOTAL</b>           |                     |                  |                   |        |  |  |
| TRANSFER AMOUNT(S) TO<br>(Increase Expenditure or Decrease Revenue)   |   |                                      |                     | CURRENT BALANCES |                   |        |  |  |
| Amount in Whole \$\$  | Account Title   | Account Code<br>(ORG-OBJECT-PROJECT) |                     | Budgeted Amount  | Available Balance |        |  |  |
| 1   | \$20,000  | CATERED MEALS                        | 41000               | 36401            |                   |        |  |  |
| 2   |   |                                      |                     |                  |                   |        |  |  |
| 3   |   |                                      |                     |                  |                   |        |  |  |
| 4   |   |                                      |                     |                  |                   |        |  |  |
|   | <b>\$20,000</b>   | <b>TRANSFER TO TOTAL</b>             |                     |                  |                   |        |  |  |
| EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)   |   |                                      | APPROVALS           |                  |                   |        |  |  |
| <p>AAA (Area Agency on Aging) provided funding to ADRC (Aging &amp; Disability Resource Center) for an LTE Resource Specialist. Due to delays in hiring, ADRC (Aging &amp; Disability Resource Center) will underspend by \$20,000 by year end.</p> <p>These funds must be spent by year end. AAA (Area Agency on Aging) will use the returned amount to cover meal costs for Older Adults due to over-utilization.</p> |   |                                      | Committee           | 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.                        |   |                                      |                     |                  |                   |        |  |  |