

FUND TRANSFER REQUEST FORM

2014 FTR-049

AGENCY **COBOARD** ORGANIZATION _____ DATE **8/4/14**

TRANSFER AMOUNT(S) FROM

FOR ACCOUNTING USE ONLY

Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Actual Amount	Balance
1	SOFTWARE MAINTENANCE	32431	71,988	11,843	24,145	36,000
2						
3						
4						
5						
6						
7						
8						

TRANSFER AMOUNT(S) TO



FOR ACCOUNTING USE ONLY

Amount in Whole \$\$	Account Title	Account Number	Budget Amount	Encumbered Amount	Actual Amount	Balance
1	Equity Initiatives	New line item	0	0	0	0
2	Membership Fees	21584	37,400	0	37,729	(329)
3	Conferences and Training	20648	17,122	-	7348	9774

EXPLANATION

ACTION

The Board Office has more than needed in Software Maintenance for 2014. New needs have been identified for funding for equity initiatives. The \$20,000 line item will pay for initiatives arising from the equity team work. Dane County is also interested in joining the Racial Equity Alliance at a cost of \$5,000. The cost of NACo membership increased and the Board Office also belongs to the Urban Municipalities Sustainability Directors Network. A transfer of \$5,700 will cover these expenses. Finally, the County Board intends to host two training opportunities in the next 12 months and the \$3,500 will fund those efforts.

Dept/Committee	Date	Approved	Denied
Oversight Committee	8/14/14		
Controller	8/14/14		
County Executive			
Finance Committee			

All three of the transferred amounts should carry forward to 2015.

Initial Request to be submitted to Controller for fund availability. The Department Head will assume responsibility for getting oversight committee approval before submitting request.