

FUND TRANSFER REQUEST FORM

AGENCY County Board	ORGANIZATION	LEGISTAR FILE # 2023 FTR-049
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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	\$15,000.00	Public Engagement	COBOARD	20075	\$20,000.00	\$20,000.00
2	\$63,000.00	Policy/Program Evaluation	COBOARD	30390	\$95,867.00	\$207,439.00
3						
4						
	\$78,000.00	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	\$78,000.00	Outreach Services-POS	COBOARD	31836	\$37,300.00	\$31,800.00
2						
3						
4						
	\$78,000.00	TRANSFER TO TOTAL				

<p>EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)</p> <p>An RFP was issued for a strategic community engagement process per 2024 budget amendment EXEC-O-03. Based on the responses of the RFP, additional funds will be needed to complete the work as identified in the budget amendment.</p>	APPROVALS			
	DATE	APPROVED	DENIED	
	Oversight Committee			
	Controller			
	County Executive			
	Finance Committee			
<p>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.</p>				