

FUND TRANSFER REQUEST FORM

AGENCY Highway	ORGANIZATION Highway & Transportation	LEGISTAR FILE # 2022 FTR-004
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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	175,000.00	CTH S - CTH P to Timber	HWCONCAP	59181	744,882.00	744,882.00
2	1,000.00	Electronic Timekeeping	HWFLTFAC	58867	5,852.00	5,852.00
3						
4						
	176,000.00	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	135,000.00	CTH MN - Williams to CTH N	HWCONCAP	58188	450,000.00	29,499.00
2	40,000.00	CTH V - STH 113 to CTH I	HWCONCAP	57365	782,898.00	2,646.00
3	1,000.00	Fish Hatchery & EDC Keycard Entry	HWFLTFAC	58144	70,000.00	533.00
4						
	176,000.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
<p>1. CTH MN: Additional storm sewer and curb & gutter needed to be added. The project also needed additional pulverizing & pavement.</p> <p>2. CTH V: State-let federally funded project. The recent engineers estimate reflects increased costs on various items.</p> <p>3. Keycard System: Needed hardware changes for exit doors.</p>		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>				