

FUND TRANSFER REQUEST FORM

AGENCY Sheriff's Office	ORGANIZATION Support Services Division	LEGISTAR FILE # 2022 FTR-007
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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	75.00	Justice Assistance Grant Suppl	SHRFSUP	20279	6,675.00	-75.00
2						
3						
4						
	75.00	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	75.00	Justice Assistance Grant Rev	SHRFSUP	83139	0.00	0.00
2						
3						
4						
	75.00	TRANSFER TO TOTAL				

EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	APPROVALS			
Requesting a fund transfer of \$75 from MUNIS account line SHRFSUP 20279, Justice Assistance Grant Supplies, to account line SHRFSUP 83139, Justice Assistance Grant Revenue. In FY 2021 the Sheriff's Office received grant funding of \$6,675 from the Edward Byrne Memorial Justice Assistance Grant Program to purchase emergency use LED flares, equipment was not purchased until April 2022. This fund transfer is required to activate revenue account line SHRFSUP 83139, since revenue budget was not carried forward to 2022 and the account line is currently inactive. A budget for SHRFSUP 83139 needs to be established to deposit reimbursement payments for the purchase of the emergency use LED flare equipment.		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.				