

FUND TRANSFER REQUEST FORM

AGENCY County Board Office	ORGANIZATION COBOARD	LEGISTAR FILE # 2021 FTR-001				
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)				CURRENT BALANCES		
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance		
1	\$26,300	POLICY/PROGRAM EVALUATION POS	1110-1-06-100-00-000-000-30390	\$254,467	\$254,467	
2						
3						
4						
TRANSFER AMOUNT(S) TO (Increase Expenditure or Decrease Revenue)				CURRENT BALANCES		
Amount in Whole \$\$	Account Title	Account Number (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance		
1	\$17,000	LIMITED TERM EMPLOYEES	1110-1-06-100-00-000-000-10072	\$35,759	\$21,415	
2	\$8,000	PUBLIC ENGAGEMENT	1110-1-06-100-00-000-000-20075	\$77,750	\$27,492	
3	\$1,300	SOCIAL SECURITY	1110-1-06-100-00-000-000-10108	\$93,615	\$69,967	
4						
EXPLANATION			APPROVALS			
<p>As a result of the pandemic, there was little activity with the policy and program evaluation fund in the past year. While we expect this to change over the next several months, there are sufficient funds to reallocate to two areas of greater need. Two key current LTEs will be able to work additional hours this summer with increases in the line item, and associated Social Security. Additionally, engagement plans will exhaust all of the remaining funds budgeted for 2021 for Public Engagement; a fund transfer will allow for additional engagement for the last 7 months of the year.</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>						