

## 2021 FUND TRANSFER REQUEST FORM

AGENCY	Human Services Department	ORGANIZATION	Fund 2610	LEGISTAR FILE #	2021 FTR-			
210720 - 7 EPIC	Donation received from EPIC to support Family and Community Engagement (FACE) in the Children Youth and Family Division.							
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	\$10,000	GIFTS AND GRANTS	39000	81560				
2								
3								
4								
	<b>\$10,000</b>	<b>Transfer From Total</b>						
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	\$10,000	DONATION EXPENSE	39000	36560				
2								
3								
4								
	<b>\$10,000</b>	<b>Transfer To Total</b>						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS					
Recognizing one time \$10,000 donation from EPIC to support Family and Community Engagement (FACE).			Committee	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.								