

FUND TRANSFER REQUEST FORM

AGENCYAdministration		ORGANIZATION			LEGISTAR FILE #2025 FTR-015			
<div>TRANSFER AMOUNT(S) FROM</div> <div>(Decrease Expenditure or Increase revenue)</div>							CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance	
1	\$10,000.00	LTE	ADM	10072		\$43,300.00	\$36,562.41	
2								
3								
4								
	\$10,000.00	TRANSFER FROM TOTAL						
<div>TRANSFER AMOUNT(S) TO</div> <div>(Increase Expenditure or Decrease Revenue)</div>							CURRENT BALANCES	
Amount in Whole \$\$		Account Title	Account Code (ORG-OBJECT-PROJECT)			Budgeted Amount	Available Balance	
1	\$10,000.00	Conferences and Training	ADM	20648		\$3,000.00	\$1,420.43	
2								
3								
4								
	\$10,000.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS					
Dane County provides Leadership training through Madison Area Technical college that has been paid out of Wisconsin Municipal Mutual Insurance Company (WMMIC) funds provided to DOA Risk Management in the amount of \$15,000. The frequency of payments from WMMIC and billing cycle of MATC have created a need to supplement WMMIC funds from other Dept of Administration (DOA) funding lines. The one-time transfer from LTE to Conferences and Trainings allows the County to pay for concluded training cohorts for the 2024-2025 years.				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.					