

FUND TRANSFER REQUEST FORM

AGENCYHUMAN SERVICES		ORGANIZATIONBPHCC			LEGISTAR FILE #2025 FTR-014		
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	\$12,708.00	VEHICLE REPLACEMENT	BPHCCAPP	58926		\$168,000.00	\$12,708.00
2							
3							
4							
	\$12,708.00	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	\$12,708.00	RESIDENT CARE EQUIPMENT/IMPRVM	BPHCCAPP	58400		\$279,667.98	\$174,153.27
2							
3							
4							
	\$12,708.00	TRANSFER TO TOTAL					
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS				
We would like to transfer the remaining capital budget amount in the Vehicle Replacment to the Resident Care Equipment/Imprvm line. The vehicle has been purchased and paid for. It came in under budget. The funds would serve our residents by replacing aging/broken resident care 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.							