

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> LWRD	<b>ORGANIZATION</b> PARKS	<b>LEGISTAR FILE #</b> 2023 FTR-045
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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	\$18,896.00	FRIENDS OF THE PARK	LWRPKOP	21053		\$31,200.00	\$51,841.60
2							
3							
4							
	\$18,896.00	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	\$18,896.00	COMMUNITY PARTNER GRANT EXP	LWRPKOP	20637		\$6,000.00	-\$5,957.72
2							
3							
4							
	\$18,896.00	TRANSFER TO TOTAL					

<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)  When the Dane County Environmental Council was sunset, funding from their community partners grant program was transferred to Dane County Parks for a mini-grant program. Grant applications received exceed the amount budgeted. This fund transfer covers the deficit making it possible to award all eligible applicants. A distribution from Madison Community Foundation's Friends of the Dane County Parks endowment covers the increase in expenses.	<b>APPROVALS</b>																				
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;"></th> <th style="width:10%;">DATE</th> <th style="width:25%;">APPROVED</th> <th style="width:25%;">DENIED</th> </tr> </thead> <tbody> <tr> <td>Oversight Committee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Controller</td> <td></td> <td></td> <td></td> </tr> <tr> <td>County Executive</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finance Committee</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DATE	APPROVED	DENIED	Oversight Committee				Controller				County Executive				Finance Committee			
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	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.																				