

FUND TRANSFER REQUEST FORM

AGENCY Emergency Management	ORGANIZATION EMS	LEGISTAR FILE # 2023 FTR-001		
TRANSFER AMOUNT(S) FROM (Decrease Expenditure or Increase revenue)				
Amount in Whole \$\$	Account Title	Account Code (ORG-OBJECT-PROJECT)	Budgeted Amount	Available Balance
1 31150	EMS Flex Grant	EMEMS 84892	0	0
2				
3				
4				
31150	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 8400	Flex Grant expense	EMEMS 21017	0	0
2 22750	Flex Grant Capital Expense - UTV	EMEMS 4XXXX	0	20512.12
3				
4				
31150	TRANSFER TO TOTAL			
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS	
EMS received additional fund for the Flex Grant which will allow a purchase of a UTV. FTR also reestablished budget that lapsed from 2022.			DATE	APPROVED
			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.				