

2025 FUND TRANSFER REQUEST FORM

AGENCY	Human Services Department	ORGANIZATION	Fund 2610			LEGISTAR FILE #	2025 FTR-	
Transferring donation fund to appropriate division and project code.								
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	(2,238.00)	DONATION EXPENSE		50000	36560	HSILS	\$ 2,238.00	\$ 2,238.00
2								
3								
4								
	(2,238.00)	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	2,238.00	DONATION EXPENSE		70000	36560	HSILS	\$ -	\$ -
2							\$ -	\$ -
3							\$ -	\$ -
4							\$ -	\$ -
							\$ -	\$ -
	2,238.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)				APPROVALS				
Moving donation account from CYF (50000) to PEI (70000) in the amount of \$2,238 as the Independent Living team has moved divisions.					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.								