

## 2025 FUND TRANSFER REQUEST FORM

AGENCY	Human Services Department	ORGANIZATION	Fund 2610	LEGISTAR FILE #	2025 FTR-																					
Transferring available 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	(46,667.33)	DONATION EXPENSE	39000	36560	\$ 53,267.33	\$ 53,267.33																				
2	(68,600.00)	PURCHASE OF DIM SERVICES	39000	32134	\$ 1,254,800.00	\$ 1,012,753.03																				
3																										
4																										
	<b>(115,267.33)</b>	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	3,758.60	DONATION EXPENSE	40000	36560	HSACD	\$ - \$ -																				
2	1,706.31	DONATION EXPENSE	40000	36560	HSEBS	\$ - \$ -																				
3	259.31	DONATION EXPENSE	40000	36560	HSSAH	\$ - \$ -																				
4	2,013.43	DONATION EXPENSE	40000	36560	HSBEN	\$ - \$ -																				
5	2,166.67	DONATION EXPENSE	42000	36560		\$ 1,100.00 \$ 1,100.00																				
6	10,099.68	DONATION EXPENSE	50000	36560	HSCPC	\$ - \$ -																				
7	626.00	DONATION EXPENSE	50000	36560	HSCPT	\$ - \$ -																				
8	2,238.00	DONATION EXPENSE	50000	36560	HSILS	\$ - \$ -																				
9	25,800.00	DONATION EXPENSE	70000	36560	HSIMM	\$ - \$ -																				
10	20,351.13	DONATION EXPENSE	70000	36560	HSJFF	\$ - \$ -																				
11	3,971.29	DONATION EXPENSE	70000	36560	HSJAL	\$ - \$ -																				
11	5,000.00	DONATION EXPENSE	70000	36560	HSJET	\$ - \$ -																				
12	721.00	DONATION EXPENSE	70000	36560	HSJRT	\$ - \$ -																				
13	7,398.48	DONATION EXPENSE	70000	36560	HSJVR	\$ - \$ -																				
14	6,542.85	DONATION EXPENSE	70000	36560	HSJWD	\$ - \$ -																				
15	-	DONATION EXPENSE	70000	36560	HSOHC	\$ - \$ -																				
16	22,514.58	DONATION EXPENSE	70000	36560	HSNEC	\$ - \$ -																				
16	100.00	DONATION EXPENSE	70000	36560	HSYJC	\$ - \$ -																				
17						\$ - \$ -																				
	<b>115,267.33</b>	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.)  Allocating \$53,267.33 carryforward from 2024 to each divisions based on an 2018-2024 internal tracking done by the DHS FMS team. Also, we're filling the funding gap between actual available donation from the internal tracking and the carryforward amount in Munis from the Purchase of Dim Service account (\$68,600). - Kozue Bush			<b>APPROVALS</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="width: 15%;">DATE</td> <td style="width: 20%;">APPROVED</td> <td style="width: 25%;">DENIED</td> </tr> <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> </table> <p style="font-size: small;">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.</p>					DATE	APPROVED	DENIED	Oversight Committee				Controller				County Executive				Finance Committee			
	DATE	APPROVED	DENIED																							
Oversight Committee																										
Controller																										
County Executive																										
Finance Committee																										