

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b> Office of Justice Reform	<b>ORGANIZATION</b>	<b>LEGISTAR FILE #</b> 2024 FTR-016
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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	\$63,750.00	BIGSTEP	OCJR	30438	\$85,000.00	\$63,750.00	
2							
3							
4							
	\$63,750.00	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	\$63,750.00	CJ INITIATIVES	OCJR	20549	\$47,103.00	\$47,103.00	
2							
3							
4							
	\$63,750.00	TRANSFER TO TOTAL					

<p><b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)</p> <p>The BIG STEP contract was not negotiated due to the Director of the Office of Justice Reform vacancy. The contract will be negotiated and executed to include the last quarter of 2024. The 2025 contract with BIG STEP will be a separate contract.</p> <p>The fund transfer will allow for critical strategic plan for the Community Justice Council Executive Committee and all subcommittees. Given the addition of community members, new agency stakeholders, and the completion of research projects, a strategic plan will allow for vision and mission alignment, unified goals, commitment to improvement, resource optimization, community engagement, and transparency.</p>	<p><b>APPROVALS</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:10%;">DATE</th> <th style="width:30%;">APPROVED</th> <th style="width:30%;">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> <p>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			
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