

**FUND TRANSFER REQUEST FORM**

<b>AGENCY</b>	<b>ORGANIZATION</b>	<b>LEGISTAR FILE #</b>
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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						
2						
3						
4						
	<b>TRANSFER FROM TOTAL</b>					

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						
3						
4						
	<b>TRANSFER TO TOTAL</b>					

<b>EXPLANATION:</b> (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)	<b>APPROVALS</b>			
		<b>DATE</b>	<b>APPROVED</b>	<b>DENIED</b>
	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.				

**Authorization:** Per Co. Ord. 29.52(4) and the budget, the Personnel & Finance committee is authorized to approve transfers between separately appropriated items within a department and to supplement appropriations for a department from the contingent fund, subject to sec. 65.90(5)(b). The Personnel & Finance Committee and the County Executive as well as the department's oversight committee must approve fund Transfers. The Personnel & Finance Committee shall act in consultation with and upon the recommendation of the department's oversight committee.

**Purpose of Form:** The fund transfer form is used to request a budget amendment under the authorization above.

**Criteria:**

- Transfer must be within the same appropriation roll up code for operating requests
- Transfer must net to zero – meaning any changes offset so there is no impact on fund balance
- Transfer can be between capital project accounts as long as the projects are within the same department
- All accounts must be active and with a budgeted amount in the year the amendment is requested

**Fields**

Agency: Enter your department name (Human Services, Administration)

Organization: Enter your division name, if any (CYF, Facilities)

Legistar File #: Enter file # from Legistar assigned when File Transfer form is created. Format is 20YY FTR-###.

“Transfer From” section:

- Enter the amount, Account title, account (MUNIS ORG-Object), current modified budget and current actual account balance. The amounts can be found in MUNIS account inquiry
- The “Transfer From” section is used to increase revenue or decrease expenses

“Transfer To” section:

- Enter the amount, Account title, account (MUNIS ORG-Object), current modified budget and current actual account balance. The amounts can be found in MUNIS account inquiry
- The “Transfer To” section is used to decrease revenue or increase expenses

Explanation: Enter the reason the fund transfer is being requested. Be as specific as possible. Do not use acronyms or abbreviations.

Approvals: Enter in the department head approval. The controller's office will obtain the remainder of the approvals for the Controller, Executive, oversight committee and Finance. The oversight committee and finance approvals will be done via Legistar

**Approval Process:**

- Once the forms is complete, create a Fund Transfer file type in Legistar, attach the complete form and release into the Fund Transfer file type approval sequence.
- The approvals will be done by the controller's office as well as the referrals to the oversight committee and Finance.
- Once the FTR is approved by the oversight committee it will be scheduled for Finance approval.
- Once Finance approves the FTR, the form will be forwarded to the budget office to record in MUNIS.