

FUND TRANSFER REQUEST FORM

AGENCY EMERGENCY MANAGEMENT		ORGANIZATION EMS				LEGISTAR FILE #2025 FTR-002		
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	\$20,000.00	Falls Prevention		EMEMS	20112		\$30,000.00	\$23,500.00
2								
3								
4								
	\$20,000.00	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	\$20,000.00	Operational Sustainability		EMEMS	21815		\$6,972.00	-\$724.00
2								
3								
4								
	\$20,000.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)				APPROVALS				
The mobile command post (CV-1) needed a screen replacement for operation of the vehicle. The Falls Prevention program started later into 2024 and some of the initiatives expected to be funded through the program were not able to until near the end of 2024. Due to the late start of the program, funds from 2024 were not all expended by the agencies and will be used in 2025.					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.				