

FUND TRANSFER REQUEST FORM

AGENCY Planning & Develop.		ORGANIZATION Records & Support			LEGISTAR FILE # 2026 FTR-008			
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	\$3,624.00	ZONING INSPECTION VEHICLE	CPPLNDEV	59997		\$40,000.00	\$5,624.00	
2								
3								
4								
	\$3,624.00	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	\$3,624.00	OFFICE IMPROVEMENTS	CPPLNDEV	58101		\$16,000.00	\$1,013.92	
2								
3								
4								
	\$3,624.00	TRANSFER TO TOTAL						
EXPLANATION: (Ensure to include a complete description free of acronyms detailing what the transfer accomplishes and why it is needed.)			APPROVALS					
<p>The department has a surplus remaining in its ZONING INSPECTION VEHICLE capital budget line, following purchase of a new Ford Ranger truck to be delivered in September 2026. The department is also completing an office improvement (construction of a small, enclosed meeting room, serving a dual purpose as a Mothers' Room) within the department's existing office footprint in Rm. 116 of the CCB. Acquisition of the remaining furniture for this project exceeds the current balance in the OFFICE IMPROVEMENTS capital line, so we're transferring funds from one line to the other to complete the project.</p>				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.					