COUNTY OF ERIE
DEPARTMENT OF FINANCE
BUREAU OF GENERAL ACCOUNTING

REQUEST FOR BUDGETARY TRANSFER

Department Name _____ Bureau _____ Date _____

FROM			TO		
Account Number	Account Description	Amount	Account Number	Account Description	Amount

Departmental Approval

_____ Department Head

_____ Date

Fiscal Approval

Transfer Type _____ A _____ B
to Council _____
from Council _____

_____ County Executive or Designee

_____ Date

HOME RULE CHARTER REGULATIONS - ARTICLE VIII - SECTION 7

A) At any time during the fiscal year, the County Executive may transfer part or all of any unencumbered balance appropriated for programs, services or functions within a department or agency, provided that total transfers do not exceed ten (10) per cent of the total budget of the department or agency involved. The County Executive shall notify the County Council in writing within ten (10) days of such transfer.

B) When Proposed transfers of unencumbered balances appropriated for programs, services, or functions of a department or agency exceed ten (10) per cent of the amount budgeted for that department or agency or when a proposed change involves the transfer of funds between departments or agencies, the County Executive shall propose such changes to the County Council, which may make such transfers by resolution. All changes must be made within limitations set forth in this article.