File #: 23-5757, **Version:** 1

PROPOSED TRANSFER OF FUNDS

Department: Cook County Board of Commissioners, 5th District - Commissioner Monica Gordon

Request: Approval of Transfer of Funds

Reason: Funding of Professional Services and Office Supplies

From Account(s): 11000 1085 13920 501006 - Sal/Wag of Reg Employees, $15,000.00

To Account(s): 11000 1085 13920 520830 - Professional Services, $14,000.00; 11000 1085 13920 520600 - Office Supplies, $1,000.00

Total Amount of Transfer: $15,000.00

On what date did it become apparent that the receiving account would require an infusion of funds in order to meet current obligations? What was the balance in the account on that date, and what was the balance 30 days prior to that date?

On November 1. 2023 it became apparent that we would not be utilizing the salaries and would continue to need contracted support staff to finish the fiscal year. Balance on Professional Services will be $0 after paying invoices due October 1, 2023. Office Supplies line has been depleted.

How was the account used for the source of transferred funds identified? List any other accounts that were also considered (but not used) as the source of the transferred funds.

There are only 2 employees drawing salaries and 2 support contractors. Other accounts have already been used to supplement professional services and office supplies.

Identify any projects, purchases, programs, contracts, or other obligations that will be deferred, delayed, or canceled as a result of the reduction in available spending authority that will result in the account that funds are transferred from.

None

If the answer to the above question is "none" then please explain why this account was originally budgeted in a manner that caused an unobligated surplus to develop at this point in the fiscal year.

Salaries were budgeted for 4 employees, only 2 employees are currently drawing salaries.