

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## MEMORANDUM

TO: CFX Board Members

FROM: Laura Kelley, Executive Director

DATE: March 17, 2017

SUBJECT: Reallocation of Budgeted Funds



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Board approval is requested to transfer \$10,000 from other Administrative Services' budget line items to travel in the Fiscal Year 2017 OM&A Budget. Per CFX's Travel and Budget Policies, no department is allowed to exceed its travel budget without board approval of an amendment to the department's travel budget in advance of any over-budget travel expenditures. This transfer will not change the overall budget amount in Administrative Services.

Administrative Services' travel budget covers all travel for executive staff and Board members. Fiscal year 2017 was the first full year that Administrative Service's was fully staffed under the new organizational structure. CFX originally budgeted \$17,000 for travel and the transfer of \$10,000 will bring that line item total to \$27,000.