

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Roads Maintenance

DEPARTMENT #: 325 POSTING DATE: 6/2/2020

1.) The reason for this budget transfer request is:

| | | |
|----------|---|---------------|
| _____ | Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| _____ | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1 |
| _____ | Increase/decrease Intrafund Transfer account (with Board Approval)* | Original +1 |
| _____ | Transfer to or from Contingencies (with Board Approval)* | Original +1 |
| _____ | Increase/decrease budget unit appropriation (with Board approval)* | Original +1 |
| _____ | Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) | Original +1 |
| <u>X</u> | Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* | Original +1 |

| 2.) | Transfer to Account: | | Transfer from Account: | |
|-----|----------------------|--------------|------------------------|-----------------|
| | Amount: | Number: | Number: | Name: |
| | \$ 13,461.00 | 1200325-8986 | 1200325-8938 | Flat Car Bridge |
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- 3.) In the space below, state (a) reason for transfer request, (b) reason why there are sufficient balances in affected accounts, and (c) why transfer cannot be delayed until next budget year.
- a.) Increase Fixed Asset Line for the purchase of two snow plows.
- b.) Roads apportions a percentage of funding for the purchase and maintenance of equipment. Equipment repairs/replacement are a standard expected cost.
- c.) Snow plows are needed for outfitting the two trucks purchased in FY 2019-20.

4.) Department Head Approval: _____ Date 5/9/20 (signed) Shannon Falk-Carlson

5.) Balances verified by Auditor-Controller _____ Date _____ (signed) **APPROVED**
By Karen Paz Dominguez at 8:25 am, May 13, 2020

6.) X /Approved _____ /Not approved _____ /Recommended _____ /Not recommended _____

County Administrative Officer: _____ Date _____ (signed) **APPROVED**
By Karen Clower at 10:31 am, May 18, 2020

INSTRUCTIONS

SEND ORIGINAL REQUEST FOR BUDGET TRANSFER DIRECTLY TO THE AUDITOR-CONTROLLER.

* Requires copy of Board Order to be attached

Revised 03/19

Posted by _____