

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Sheriff - Jail

DEPARTMENT #: 25 POSTING DATE: 7/23/2019

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:	Name:	Number:	Name:
	\$ 15,000.00	1100243-8119	Security System	1100243-2113	Maintenance - Structures

- 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.) To cover the public works project costs for the security system upgrade.
- b.) Jail management will manage expenses accordingly to stay within budget.
- c.) Security System Upgrade is needed now and can not wait.

4.) Department Authorization: Date 7/11/19 (signed) Regina Keller

5.) Account balances verified by Auditor-Contrc Date 7/15/19 (signed) Karen [Signature]

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

County Administrative Officer: Date 7/17/19 (signed) [Signature]

INSTRUCTIONS

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