COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Sheriff's Department DEPARTMENT #: 25 POSTING DATE: 6/1/2021

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
X	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:
$ 10,784.00	1100-221700-8986	Equipment	1100-221700-2123	Special Departmental

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.) Establish fixed asset for Animal Shelter Trailer.

b.) Special Departmental was budgeted for special equipment needs for the Animal Shelter and there are funds to cover this purchase.

c.) Due to available funding, the trailer was purchased this fiscal year.

4.) Department Head Approval: Date APPROVED (signed) By Regina Fuller at 4:09 pm, Jun 15, 2021

5.) Balances verified by Auditor-Controller Date _____ (signed) APPROVED By Amanda Loftis at 8:23 am, Jun 29, 2021

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

County Administrative Officer: Date _____ (signed) _____

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 _____