

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: District Attorney

DEPARTMENT #: 205 POSTING DATE: 1/14/2025

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:		Number:	Name:
	\$ 31,200.00	1100205-8186	Impr. Cty-Owned	1100205-8533	Computer Software
	\$ 13,634.00	1100205-8186	Impr. Cty-Owned	1100205-2148	Computer Software

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 categorize and allocate additional funding for to the DA Flooring Project.
- b.) The DA's budget has sufficient funds for this transfer from the DA asset forfeiture fund.
- c.) These funds are needed to close out the DA Flooring Project.

4.) Department Head Approval: _____ Date 1/7/2025 (signed) _____

5.) Balances verified by Auditor-Controller _____ Date _____ (signed) _____

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

County Administrative Officer: _____ Date **By Karen Clower at 10:42 am, Jan 09, 2025**

INSTRUCTIONS

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