

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

# A \_\_\_\_\_

DEPARTMENT: Sheriff's Department

DEPARTMENT #: 25 POSTING DATE: 2/1/2023

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:
	\$ 12,100.00	3884-127-8986	Equipment	3884-127-2118	Professional Services

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.

b.) Fixed asset item is needed now.

c.) Funds available in professional services due to Edovo computer services no longer needed.

4.) Department Head Approval: \_\_\_\_\_ Date APPROVED  
*signed*  
*By Regina Fuller at 12:16 pm, Jan 17, 2023*

5.) Balances verified by Auditor-Controller \_\_\_\_\_ Date APPROVED  
*signed*  
*By Cheryl Dillingham at 10:33 am, Jan 19, 2023*

6.) \_\_\_\_\_/Approved    \_\_\_\_\_/Not approved    \_\_\_\_\_/Recommended    \_\_\_\_\_/Not recommended  
County Administrative Officer: \_\_\_\_\_ Date \_\_\_\_\_ (signed) \_\_\_\_\_

INSTRUCTIONS

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