

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: Sheriff's Department

DEPARTMENT #: 25 POSTING DATE: 8/1/2021

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

	Transfer to Account:		Transfer from Account:	
2.) Amount:	Number:	Name:	Number:	Name:
\$ 12,596.00	1100-221930-8986	Equipment	1100-221930-2118	Professional & Special Service

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.) Grant approved fixed asset purchase, moving funds between budget line items to cover.

b.) No change to overall grant award, just an accounting correction.

c.) This grant award and this purchase are for the current fiscal year.

4.) Department Head Approval: \_\_\_\_\_ Date \_\_\_\_\_ (signed) APPROVED  
By Regina Fuller at 1:52 pm, Aug 23, 2021

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

6.) \_\_\_\_/Approved \_\_\_\_/Not approved \_\_\_\_/Recommended \_\_\_\_/Not recommended

County Administrative Officer: \_\_\_\_\_ Date \_\_\_\_\_ (signed) \_\_\_\_\_

INSTRUCTIONS

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