

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: Sheriff's Department

DEPARTMENT #: 25 POSTING DATE: 5/13/2020

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.) <b>Amount:</b>	Number:	Name:	Number:	Name:
\$ 63,000.00	1100-221931-8986	Equipment	1100-221931-2118	Professional & Special Service
\$ 20,000.00	1100-221931-8986	Equipment	1100-221931-2120	Rents & Leases - Equipment
\$ 20,848.00	1100-221931-8986	Equipment	1100-221931-2122	Minor Equipment

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 establish a fixed-asset line allowing the department to purchase night vision goggles using grant funds.

b.) There is currently \$147K available in the 02 category. The Sheriff's office will manage the budget accordingly.

c.) The timeframe for making these purchases is determined by the grant agency.

4.) Department Head Approval: \_\_\_\_\_ Date \_\_\_\_\_ (signature) 
**APPROVED**  
*By Regina Fuller at 8:45 am, May 14, 2020*

5.) Balances verified by Auditor-Controller \_\_\_\_\_ Date \_\_\_\_\_ (signature) 
**APPROVED**  
*By Karen Paz Dominguez at 5:46 pm, May 14, 2020*

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

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

INSTRUCTIONS

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