COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Elections DEPARTMENT #: 140 POSTING DATE: _____

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
X	Transfer to or from Contingencies (with Board Approval)*	Original +1
X	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
	Establish/transfer funds in Fixed Assets <$10,000 (CAO & Auditor Approval)	Original +1
	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:
$ 36,785.00	1100990-2015	Contingencies	1100271-2113	Maintenance-Structures
$ 36,785.00	1100140-8983	Voting Equipment	1100990-2015	Contingencies
$ 36,785.00	1100140-9360	General Fund Cont.	1100271-9360	General Fund Contribution

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 purchase additional Voting Equipment for Vote Centers. Bond funding exists that are due to expire and would require some matching funds.

b.) Received Voting Modernization Bond Act funds. The Clerk / Recorder Maintenance-Structures is on hold due to current financial concerns.

c.) Bond Funds will not be available next fiscal year.

4.) Department Authorization: Date 3/10/2023 (signed)

5.) Account balances verified by Auditor-Cont 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.

* Requires copy of Board Order to be attached *Revised 05/16* Posted by _____