

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: DHHS-SSB

DEPARTMENT #: 1160-511 POSTING DATE: 2/26/2024

1.) The reason for this budget transfer request is:

| | | |
|----------------------|---|---------------|
| <u> </u> | Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| <u> </u> | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1 |
| <u> </u> | Increase/decrease Intrafund Transfer account (with Board Approval)* | Original +1 |
| <u> </u> | Transfer to or from Contingencies (with Board Approval)* | Original +1 |
| <u> </u> | Increase/decrease budget unit appropriation (with Board approval)* | Original +1 |
| <u> </u> | 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: |
| | \$ 350,000.00 | 1160-511-8986 | Equipment | 1160-511-8998 | Building Improvements |
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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.) The reason for the transfer is to insure for sufficient \$ under object 8986 to cover all costs that are paid for equipment for the fiscal year.

b.) 1- The original Purchase Order-PO# BB4726- for Vendor, VNN1005, was established using Building Improvements - Object 8998, but has been actually set up to be paid using Object 8986 (Equipment) by the County Purchasing Department. 2- The charges associated with this vendor were initially determined to be CalWORKs, but the "Switch Replacement" was for all DHHS-SSB Programs per DHHS IS Dept. Budget Unit 1160-511 is the correct Budget Unit.

c.) The work under BB4726 has been completed and there is an outstanding balance owed to the vendor of \$252,036.36. The invoice in question -Invoice# IR4197, is dated 10-26-2023.

4.) Department Head Approval: _____ Date _____ (signed) _____

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

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

County Administrative Officer: _____ Date _____ (signed) _____

