

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: Sheriff's Department

DEPARTMENT #: 25

POSTING DATE: 11/19/2019

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:	Number:	Name:
	\$ 26,695.00	1100-221400-8986	Equipment	1100-221-2123 Special Departmental

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.) Transfer needed to establish fixed asset line for a gurney power lift for the Coroner's office.

b.) There is currently \$<sup>38</sup>42K available in 1100221-2123 special departmental. Sheriff's office will manage the budget accordingly.

c.) Gurney power lift is needed to help prevent work related injuries.

4.) Department Head Approval: \_\_\_\_\_ Date 10/28/19 (signed) Regina Juller

5.) Balances verified by Auditor-Controller \_\_\_\_\_ Date 10/30/19 (signed) [Signature]

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

County Administrative Officer: \_\_\_\_\_ Date 10/30/19 (signed) [Signature]

INSTRUCTIONS

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