

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

Attachment 3
A _____

DEPARTMENT: Public Works Measure Z DEPARTMENT #: 298 POSTING DATE: 4/16/2024

- 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 |

2.)	Transfer to Account:			Transfer from Account:	
	Amount:	Number:	Name:	Number:	Name:
	\$ 500,000.00	1100298-8940	Infrastructure	1100298-2118	Professional & Special Service
	\$ 500,000.00	1100298-8940	Infrastructure	1100298-2123	Special Departmental Expense

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.) Open Fixed Asset line 8940 for the Measure Z - 2024 project.

b.) Funding was originally budgeted under professional services and special departmental expense prior to project scope being completed

c.) Project to start in FY 23/24

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

5.) Balances verified by Auditor-Controller _____

APPROVED

Date _____ (signed)

By Cheryl Dillingham at 11:40 am, Apr 17, 2024

6.) _____/Approved _____/Not approved

County Administrative Officer: _____

APPROVED

Date _____ (signed)

By Karen Clower at 5:01 pm, Apr 17, 2024

INSTRUCTIONS

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