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
_____	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.)

Amount:	Transfer to Account: Number:	Transfer to Account: Name:	Transfer from Account: Number:	Transfer from Account: Name:
$ 17,818.00	2148	Computer Software	8983	Voting 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.) This is not a prior budgeted project and current 2148 funding is allocated to other expenses. This transfer will add additional funds to cover this project.

b.)The Fluence Sorter addition came in substantially lower than estimated due to flat extention as opposed to elivated extension.

c.)This service will have long lasting benefits to the the Community and County. Having this service in place now will be available for a possible State Special Election (proactive planning) and all future elections.

4.) Department Head Approval: Date 5/5/21 (signed) Keely E. Sanders

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

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

County Administrative Officer: Date (signed)

APPROVED
By Karen Clower at 8:46 am, Jun 11, 2021

INSTRUCTIONS

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

* Requires copy of Board Order to be attached *Revised 03/19* Posted by _____