

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: CAO-EcDev

DEPARTMENT #: 1120286 POSTING DATE: 6/30/2024

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> X </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> </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:
	\$ 2,000.00	1120286-9138	1120286-3137	Central Services Charges

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.) Clear line item overages for Other Financing Sources (Uses) category.

b.) There are sufficient funds Salaries/Benefits Cost Share object code in FY 23/24.

c.) Transfer cannot be delayed until next budget year because the expenses causing the overages were incurred in FY 2023-24.

4.) Department Head Approval: _____ Date **APPROVED**
By Karen Clower at 11:04 am, Sep 18, 2024

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

6.) _____/Approved _____/Not approved _____/Recommended _____/Not recommended
County Administrative Officer: _____ Date **APPROVED**
By Karen Clower at 11:04 am, Sep 18, 2024

INSTRUCTIONS

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