

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: CAO-Communications

DEPARTMENT #: 3521151 POSTING DATE: 6/30/2024

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

<input type="checkbox"/>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<input checked="" type="checkbox"/>	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
<input type="checkbox"/>	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
<input type="checkbox"/>	Transfer to or from Contingencies (with Board Approval)*	Original +1
<input type="checkbox"/>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
<input type="checkbox"/>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<input checked="" type="checkbox"/>	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:
	\$ 30,000.00	3521151-3137	Central Services Char	3521151-1100	Salaries And Wages
	\$ 3,000.00	3521151-3137	Central Services Char	3521151-1470	Health Insurance
	\$ 5,000.00	3521151-3137	Central Services Char	3521151-1500	Retirement
	\$ 2,000.00	3521151-3137	Central Services Char	3521151-1510	FICA/Medicare/OASDI
	\$ 8,000.00	3521151-3137	Central Services Char	3521151-2112	Maintenance-Equipment
	\$ 18,002.00	3521151-3137	Central Services Char	3521151-8170	Telephone-Cellular
	\$ 370.00	3521151-3517	ADA ISF Charges	3521151-8170	Telephone-Cellular
	\$ 18,372.00	3521151-3137	Central Services Char	3521151-8692	Radio/Radio 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.) Clear line item overages in Other Charges categories.

b.) There are sufficient funds in the affected Salaries and Benefit line items due to salary savings and there are sufficient funds in the Telephone-Cullular FA line item due to carry forward of telephone replacement and upgrade projects into FY 24-25.

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 11:05 am, Sep 18, 2024

5.) Balances verified by Auditor-Controller \_\_\_\_\_ **APPROVED** (signed)  
By Cheryl Dillingham at 5:13 pm, Sep 18, 2024

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

County Administrative Officer: \_\_\_\_\_ Date **APPROVED**  
By Karen Clower at 11:05 am, Sep 18, 2024

INSTRUCTIONS

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