

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Information Technology DEPARTMENT #: 118 POSTING DATE: 11/13/2018

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> </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> X</u>	Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*	Original +1

	Amount:	Transfer to Account:	Transfer from Account:
\$	39,796.00	<u>3550118-2317</u>	<u>3550118-8998</u>
\$	56,897.00	<u>3550118-2148</u>	<u>3550118-8066</u>

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.

Moving appropriation to correspond to Auditor-Controller requirements
Item incorrectly budgeted, moving to accurately reflect
FY 18-19 appropriation

4.) Department Authorization: _____ Date 11/13/2018 (signed) Elishia Hayes

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

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

County Administrative Officer: _____ Date _____ (signed) _____

INSTRUCTIONS

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

* Requires copy of Board Order to be attached Posted by _____