COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Sheriff Measure Z DEPARTMENT #: 297 POSTING DATE: 6/30/2022

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

	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
x	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
x	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:
$ 492,112.00	11002976115	Cont Communication	11002978074	Communications Equipment
$ 20,500.00	11002976115	Cont Communication	11002972118	Professional Services
$ 30,000.00	11002976115	Cont Communication	11002979110	Interfund Expenditure

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.) Expenses related to this fixed asset (Radio Infrastructure Improvement) are paid from the Communications budget (3521-151). A journal will follow to move cash to the Communications fund.

b.) This Measure Z project was funded in FY 21-22 and there are sufficient revenues for this transfer.

c.) The fixed asset should not move to FY 22-23 as Communications will need this funding to pay for related expenses.

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

APPROVED
By Regina Fuller at 9:53 am, May 08, 2023

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

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

County Administrative Officer: Date _____ (signed) _____

APPROVED
By Sean Quincey at 2:26 pm, May 08, 2023

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 _____