COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Public Works Engineering DEPARTMENT #: 321 POSTING DATE: 5/7/2019

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
	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
	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:
$ 221,048.00	1200325-0338	Pedestrian Safety Crossing	1200325-2118	Professional & Special Services

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.) Set up Capital Contract amount for the remainder of the Fiscal Year 2018-19.

b.) Professional Services is a catch-all account for services. Funding is allocated to the object code 2118 and then transferred as projects

c.) Project Costs will be incurred in the current fiscal year.

4.) Department Authorization: Date _____ (signed) _____

5.) Account balances verified by Auditor-Controlle 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 *Revised 05/16* Posted by _____