

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Social Services

DEPARTMENT #: 1160 511 POSTING DATE: 12/1/2019

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

- | | | |
|-------------------------------------|-----------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> | Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| <input 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:
	\$ 26,100.00	8986	Equipment	8842	ADA Capital Projects

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.) Expenditures were not anticipated to qualify as fixed assets during budgeting.

b.) Expenditures have been less than anticipated.

c.) Purchase will occur during Fiscal Year (FY) 2019/20.

4.) Department Authorization: _____ Date 12/10/19 (signed)

5.) Account balances verified by Auditor-Cont _____ 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.