COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: CAO - ADA DEPARTMENT #: 152 POSTING DATE: 10/9/2018

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

	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
	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
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:
$ 115,958.00	3552152- 8609	Freshwater Park	3552152- 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.) Secure funding for the Freshwater Park ADA project.

b.) Funds have been budget in the current fiscal year in object line 8842 - ADA Capital Projects.

c.) Delaying this transfer would delay the ADA barrier removal needed at Freshwater Park and could subject the county to penalties imposed by the DOJ.

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

5.) Account balances verified by Auditor-Contr 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 _____

A33:L62AA1: