

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Sheriff - Jail DEPARTMENT #: 25 POSTING DATE: 10/20/2020

- 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: |
| | \$ 49,964.00 | 1100243-8998 | Trash Compactor | 1100243-2113 | Maintenance - Structures |
| | \$ 7,495.00 | 1100243-9110 | Interfund Expend. | 1100243-2113 | Maintenance - Structures |
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- 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.) To establish fixed asset and cover the public works project costs for the trash compactor.
- b.) Jail management will manage expenses accordingly to stay within budget.
- c.) Trash compactor replacement is needed now and can not wait.

4.) Department Authorization: _____ Date _____ APPROVED
(signed)
By Regina Fuller at 2:48 pm, Oct 03, 2020

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

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

County Administrative Officer: _____ Date _____ APPROVED
(signed)
By EHayes at 2:42 pm, Oct 13, 2020

INSTRUCTIONS

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