COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Coroner's Office DEPARTMENT #: 272 POSTING DATE: 1/30/2019

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.)

Amount:	Transfer to Account: Number:	Transfer to Account: Name:	Transfer from Account: Number:	Transfer from Account: Name:
$24,394.91	TBD	Gurney	2716	Special Dept Exp-Coroner

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.) Transfer funds to establish fixed asset to purchase a gurney.

b.) There is an estimated total savings of $50,000 for the 02 expenses category at mid-year.

c.) The gurney is an essential piece of equipment. The current gurney broke and needs to be replaced.

4.) Department Authorization: Date 1/30/19 (signed) Regina Stuller

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

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

County Administrative Officer: Date 2/27/19 (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 _____