

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

# A \_\_\_\_\_

DEPARTMENT: Public Works Roads

DEPARTMENT #: 325 POSTING DATE: 10/30/2018

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

- |                         |   |               |
|-------------------------|---|---------------|
| <u>                </u> | Transfer within expenditure/revenue category (with Auditor Approval)        | Original only |
| <u>                </u> | Transfer between expenditure/revenue category (with CAO & Auditor Approval) | Original +1   |
| <u>                </u> | Increase/decrease Intrafund Transfer account (with Board Approval)*         | Original +1   |
| <u>                </u> | Transfer to or from Contingencies (with Board Approval)*                    | Original +1   |
| <u>                </u> | Increase/decrease budget unit appropriation (with Board approval)*          | Original +1   |
| <u>                </u> | Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval) | Original +1   |
| <u>      X      </u>    | Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)*   | Original +1   |

	Transfer to Account:			Transfer from Account:	
2.)	Amount:	Number:	Name:	Number:	Name:
	\$ 13,900.00	1200325-8989	Equipment- Miscellaneous	1200325-2163	Heavy Equipment Use

- 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.) Radar traffic sign was damaged beyond repair. Cost for replacement meets fixed asset requirement
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- b.) Heavy Equipment Usage was budgeted with \$2 million in usage planned. Only \$200,000 has spent this fiscal year.~1.8 Million is available
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- c.) Costs have already been accrued. The sign needs to be repaired as a matter of public safety.
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4.) Department Authorization: \_\_\_\_\_ Date 10/31/18 (signed) Chris Bray

5.) Account balances verified by Auditor-Controller: \_\_\_\_\_ Date 11/2/2018 (signed) Cheryl Dillingham

6.)   X  /Approved    \_\_\_/Not approved    \_\_\_/Recommended    \_\_\_/Not recommended

County Administrative Officer: \_\_\_\_\_ Date 11/6/2018 (signed) Sean Quincey

INSTRUCTIONS

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