



# COUNTY OF HUMBOLDT

For the meeting of: 10/7/2025

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File #: 25-990

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Appropriations transfer for the Risk Management Budget Unit (3520-359) in the Amount of \$18,745 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the attached appropriations transfer form (Attachment 1) in the Risk Management Budget (3520-359) in the amount of \$18,745 for Fiscal Year (FY) 2025-26 (4/5 Vote Required); and
2. Authorize the Auditor-Controller to establish fixed asset account 3520359-8986 in FY 2025-26; and
3. Direct the Clerk of the Board to provide Risk Management with one (1) fully executed certified copy of the attached appropriations transfer form.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3002 - Invest in county facilities

**DISCUSSION:**

The Human Resources-Risk Management budget (3520-359) for FY 2025-26 was adopted with funding in line 2123 (Special Department Expense) to purchase equipment and furniture for the newly acquired location in office space 130 in the Courthouse to be used as a conference room for Human Resources. Per the Capital Asset policy, the purchases are considered fixed assets. It is necessary to request an appropriation transfer to move funds from object code 2123 to 8986 to purchase the items.

Staff request your Board approve the attached appropriations transfer form to pay for the conference room costs to appropriate funds to the correct object codes within the Risk Management budget for the expenditures that have already been approved in the year.

**SOURCE OF FUNDING:**

Risk Management 3520-359

**FINANCIAL IMPACT:**

<b><i>Expenditures (3520359)</i></b>	<b><i>FY25-26</i></b>
<b><i>Budgeted Expenditures</i></b>	<b><i><u>\$18,745</u></i></b>
<b><i>Additional Appropriation Requested</i></b>	<b><i><u>\$0</u></i></b>
<b><i>Total Expenditures</i></b>	<b><i><u>\$18,745</u></i></b>

*\*Projected amounts are estimates and are subject to change.*

<b><i>Funding Sources (3520359)</i></b>	<b><i>FY25-26</i></b>
<b><i>Fees/Settlement</i></b>	<b><i><u>\$18,745</u></i></b>
<b><i>Total Funding Sources</i></b>	<b><i><u>\$18,745</u></i></b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

There are existing appropriations within the budget unit and Human Resources is requesting moving these appropriations in the amount of \$18,745 to establish the fixed asset for the purchase of conference room furniture. Funds were approved with the FY 2025-26 adopted budget, and it is necessary to move these funds from object line 2123 to 8986.

**STAFFING IMPACT:**

There is no direct staffing impact to approving this appropriations transfer.

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could elect not to approve the request, or direct Human Resources to use the funding differently. This is not recommended because Human Resources requires space for ongoing staff functions and funds have already been approved.

**ATTACHMENTS:**

1. Appropriations Transfer Form

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**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A

File No.: N/A