COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Aviation DEPARTMENT #: 381 POSTING DATE: _____

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:
$ 346,511.00	3539170	8986 Equipment	3539170	8851 Arcata Airport Improvements

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.) Insufficient appropriations in 3539170 8986 to make this purchase.

b.) Fixed Asset Category under Aviation Capital Projects (3539170) includes costs for ACV Parking Lot Rehabilitation. Aviation is awaiting a grant to be issued to resume this project. Once a grant is issued, Aviation will bring an item to the Board seeking approval

c.) Emergency equipment purchase to ensure sustainablity of fueling service to ACV. Current equipment is failing.

4.) Department Head Approval: Date 11/20/2023 (signed) Cody Roggatz

5.) Balances verified by Auditor-Controller 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 03/19* Posted by _____