

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT:     Elections    

DEPARTMENT #:     1100140     POSTING DATE:     6/30/2023    

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>    <b>X</b>    </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>                    </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:
	\$ 80,472.00	1100140-2123	Special Dept Exp	1100990-2015	Contingencies
	\$ 80,472.00	1100140-9360	GF Contribution	1100990-9360	GF Contribution Contingencies

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.) Expenditures exceed the appropriations in FY 2022-23 in 1100140, Elections

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b.) Comtingencies has a remaining balance of \$1,616,560

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c.)The expenditures have been incurred in FY 2022-23

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4.) Department Head Approval: \_\_\_\_\_ Date \_\_\_\_\_ (signed) \_\_\_\_\_

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5.) Balances verified by Auditor-Controller \_\_\_\_\_ Date \_\_\_\_\_ (signed) \_\_\_\_\_

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

County Administrative Officer: \_\_\_\_\_ Date: **APPROVED**  
By Karen Clower at 10:42 am, Oct 17, 2023

INSTRUCTIONS

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