COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

Attachment 2

 # A _____

DEPARTMENT: Public Works-Engineering DEPARTMENT #: 321 POSTING DATE: 4/14/2020

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:
$ 40,058.00	1200321-8986	Equipment	1200321-2118	Professional Services

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.) Create fixed asset line 8986 Equipment to provide funds for purchase of Troxler 5850v2 Gyratory Compactor.

b.) Contingency funds are included in Professional Services 2118.

c.) Purchase and startup costs will be incurred in the current fiscal year.

4.) Department Authorization: Date 03/26/20 (signed) Shannon Falk-Carlsen

5.) Account balances verified by Auditor-Cont Date _____ (signed) APPROVED By Amanda Loftis at 8:05 am, Apr 01, 2020

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

County Administrative Officer: Date _____ (signed) APPROVED By Karen Clower at 11:46 am, Apr 02, 2020

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 _____