ATTACHMENT 1 REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

Posting Date Department: Library Department # 621 1.) The reason for this budget transfer request is: Transfer within expenditure/revenue category (with AC Approval) Original only Transfer between expenditure/revenue category (with CAO & AC 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 & AC Approval) Original +1 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: \$15,990 8986 Equipment 2123 Special Department Expense 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.) Library did not anticipate the failure of two microfilm readers this fiscal year, they need to be replaced as soon as possible to provide appropriate levels of services for library customers. b.) On May 1, 2025, the library received funds from the Humboldt Library Foundation for this project. c.) Department committed to provide continuity of service to library customers. 4.) Department Head Approval Date:06//02/2025 5.) Balances verified by Auditor-Controller Date: (signed) ____/Not approved /Recommended 6.) ____/Approved /Not recommended **APPROVED** By Karen Clower at 2:10 pm, Jun 04, 2025 County Administrative Officer: (signed) Date:

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: