COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Sheriff - Jail DEPARTMENT #: 25 POSTING DATE: 4/26/2021

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:
$ 59,925.00	1100243-8186	Bldng Imp Cty Own	1100243-2113	Maintenance - Structures
$ 2,996.00	1100243-9110	Interfund Expend.	1100243-2113	Maintenance - Structures

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.) To establish the fixed asset and cover the public works project costs for the boiler.

b.) Jail management will manage expenses accordingly to stay within budget.

c.) Boiler replacement is needed now and can not wait.

4.) Department Authorization: Date APPROVED By Regina Fuller at 3:07 pm, Apr 26, 2021 (signed)

5.) Account balances verified by Auditor-Contro Date APPROVED By Amanda Loftis at 11:15 am, Apr 29, 2021 (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 05/16* Posted by _____