

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Public Works-Engineering

DEPARTMENT #: 321

POSTING DATE: 4/23/2019

1.) The reason for this budget transfer request is:

- | | | |
|-------------------------|---|---------------|
| <u> </u> | Transfer within expenditure/revenue category (with Auditor Approval) | Original only |
| <u> X </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> </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:	
Amount:	Number:	Name:	Number:	Name:
\$ 173,068.00	1200321-0337	Lower Cappell RD Storm PM1.49	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.) Set up contract amount for Lower Cappell Road project, awarded to TT Construction
- b.) Construction costs are included in the Professional Services 2118 budget until large scale contracts can be awarded.
- c.) Project costs will be incurred in the current fiscal year

4.) Department Authorization: _____ Date _____ (signed) _____

5.) Account balances verified by Auditor-Contr _____ 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.