

**COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT**

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

DEPARTMENT: Sheriff's Department

DEPARTMENT #: 25 POSTING DATE: 2/25/2020

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
<u>  X  </u>	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:
	\$ 32,163.00	1100221940-8770	Vehicle-Off Road	1100221-2123	Special Departmental
	\$ 32,163.00	1100221940-9360	General Fund Cont.	1100221-9360	General Fund Contribution

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.) The Off-Highway Vehicle Grant requires a match of \$32,163.00

b.) As of 2/13/2020 there is a remaining balance of \$471K in special departmental. HCSO will manage accordingly.

c.) Acceptance of the OHV grants is during FY2019-20, the match needs to occur with the acceptance of the grant.

4.) Department Head Approval: \_\_\_\_\_ Date 2/17/2020 (signed) [Signature]

5.) Balances verified by Auditor-Controller \_\_\_\_\_ Date \_\_\_\_\_ (signed) **APPROVED**  
By Karen Paz Dominguez at 3:28 pm, Feb 18, 2020

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

County Administrative Officer: \_\_\_\_\_ Date \_\_\_\_\_ (signed) \_\_\_\_\_

INSTRUCTIONS

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