

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Drug Task Force

DEPARTMENT #: 265 POSTING DATE: 1/8/2019

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

<input type="checkbox"/>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<input type="checkbox"/>	Transfer between expenditure/revenue category (with CAO & Auditor Approval)	Original +1
<input type="checkbox"/>	Increase/decrease Intrafund Transfer account (with Board Approval)*	Original +1
<input type="checkbox"/>	Transfer to or from Contingencies (with Board Approval)*	Original +1
<input type="checkbox"/>	Increase/decrease budget unit appropriation (with Board approval)*	Original +1
<input type="checkbox"/>	Establish/transfer funds in Fixed Assets <\$10,000 (CAO & Auditor Approval)	Original +1
<input checked="" type="checkbox"/>	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:
	\$14,514.00	8998	Improvements	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.) Security system and telecommunication work is needed at new office location. The project meets the fixed asset threshold and funds need to be transferred to establish the asset.

b.) Funds are available in professional services.

c.) The Drug Task Force is moving to a new office location and these improvements are required for the security of the office and for necessary telecommunications.

4.) Department Authorization: _____ Date 12/21/18 (signed) Regina Juller

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