COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Roads Measure O DEPARTMENT #: 342 POSTING DATE: 5/1/2026

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:
$52,000	1200342-8998	Fixed Assets - Building	1200342-8986	Fixed Assets - Equipment

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.) Appropriations budgeted in incorrect fixed asset line.

b.) Budgeted amount has not changed.

c.) Expended charges can not be paid until transfer is complete.

4.) Department Head Approval: Date _____ (signed) APPROVED By Shana Katz at 9:34 am, May 19, 2026

5.) Balances verified by Auditor-Controller Date _____ (signed) _____

6.) _____/Approved _____/Not approved _____/Recommended _____/Not recommended

County Administrative Officer: Date _____ (signed) APPROVED By Karen Clower at 12:34 pm, May 22, 2026

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 _____