

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: Roads- Maintenance

DEPARTMENT #: 325 POSTING DATE: 3/26/2024

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

<u>                    </u>	Transfer within expenditure/revenue category (with Auditor Approval)	Original only
<u>                    </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>        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:
	\$ 512,062.00	1200325-8986	Equipment	1200325-2120	Rents & Leases - Equipment
	\$ 226,975.00	1200325-8986	Equipment	1200325-8771	Vehicles

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.) Open Fixed Asset line 8986 for purchase of Striper, Cab and Chassis ordered in FY 22/23.

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b.) Anticipated savings in 2120 Rents & Leases Equipment from delays in planned lease purchases of equipment and pausing on purchase of vehicles due to availability of funding.

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c.) Items will be received in FY 23/24.

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4.) Department Head Approval: \_\_\_\_\_ Date \_\_\_\_\_ (signed) \_\_\_\_\_

5.) Balances verified by Auditor-Controller

**APPROVED** (signed)  
By Cheryl Dillingham at 5:21 pm, Mar 06, 2024

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

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

INSTRUCTIONS

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