

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: CAO - Ec Dev

DEPARTMENT #: 275 POSTING DATE: _____

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
x	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

2.)	Transfer to Account:		Transfer from Account:		
	Amount:	Number:	Number:	Name:	
	\$ 31,500.00	1100888-9360	General Fund Contr	1100199-9360	General Fund Contr
	\$ 31,500.00	1100888-9100	Transfer Fund Bal	1100199-6117	Contribution to Econ Dev

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.) For Civitas Feasibility Study for So. Hum business improvement district (BID)

b.) Sufficient funds exist in fund balance

c.) Civitas Advisors, Inc. will not be able to continue its work on the BID

4.) Department Head Approval: _____ Date 3/30/2023 (signed) APPROVED
By Karen Clower at 12:30 pm, Mar 30, 2023

5.) Balances verified by Auditor-Controller _____ Date _____ (signed) APPROVED
By Cheryl Dillingham at 1:58 pm, Mar 30, 2023

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

County Administrative Officer: _____ Date _____ (signed) APPROVED
By Sean Quincey at 12:33 pm, Mar 30, 2023

INSTRUCTIONS

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