

COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

A _____

DEPARTMENT: Bicycles & Trailways

DEPARTMENT #: 715 POSTING DATE: 6/30/2023

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.)	Amount:	Transfer to Account:		Transfer from Account:	
		Number:	Name:	Number:	Name:
	\$ 72,182.00	1710715-8947	Manila Bikepath	1710715-2118	Professional & Special Service
	\$ 72,296.00	1710715-9110	Interfund Expenditure	1710715-2118	Professional & Special Service

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.) Clear over appropriations _____
- b.) Project Professional Service Contract posted different lines than budgeted. _____
- c.) Close out FY 22/23 _____

4.) Department Head Approval: _____ Date **APPROVED** (signed)
By Charlotte Merkel at 1:24 pm, Oct 03, 2023

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

6.) _____/Approved _____/Not approved _____/Recommended **APPROVED** (recommended)
By Karen Clower at 9:57 am, Oct 10, 2023

County Administrative Officer: _____ Date _____

INSTRUCTIONS

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

