COUNTY OF HUMBOLDT
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

 # A _____

DEPARTMENT: Roads Maintenance DEPARTMENT #: 325 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
X	Establish/transfer funds in Fixed Assets >$10,000 (with Board Approval)*	Original +1

2.)

Amount:	Transfer to Account: Number:	Transfer to Account: Name:	Transfer from Account: Number:	Transfer from Account: Name:
$ 13,198.00	1200325-8779	Trailer	1200325-2120	Rents & Leases - 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.) Move funding to correct line

b.) Equipment must be purchased instead of renting due to audit requirement

c.) Close out FY 22/23

4.) Department Head Approval: Date _____ (signed) _____

APPROVED
By Charlotte Merkel at 9:42 am, Oct 04, 2023

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 9:54 am, Oct 10, 2023

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 _____