COUNTY OF HUMBOLDT REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

DEPARTMENT: _____ Aviation____ DEPARTMENT #: 381 POSTING DATE: 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 Establish/transfer funds in Fixed Assets >\$10,000 (with Board Approval)* Original +1 Transfer to Account: Transfer from Account: 2.) Amount: Number: Name: Number: Name: 346,511.00 3539170 8986 Equipment 3539170 8851 Arcata Airport Improvements 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.) Insufficient appropriations in 3539170 8986 to make this purchase. b.) Fixed Asset Category under Aviation Capital Projects (3539170) includes costs for ACV Parking Lot Rehabilitation. Aviation is awaiting a grant to be issued to resume this project. Once a grant is issued, Aviation will bring an item to the Board seeking approval c.) Emergency equipment purchase to ensure sustainablity of fueling service to ACV. Current equipment is failing. 4.) Department Head Approval: 5.) Balances verified by Auditor-Controller _____(signed) Date 6.) _____/Approved _____/Not approved _____/Recommended _____/Not recommended (signed) County Administrative Officer: 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 _____