

COUNTY OF HUMBOLDT  
REQUEST FOR BUDGET TRANSFER/ADJUSTMENT

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

DEPARTMENT: Probation Department

DEPARTMENT #: 234

POSTING DATE: 11/12/2024

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.)	Transfer to Account:		Transfer from Account:		
	Amount:	Number:	Name:	Number:	Name:
	\$ 43,876.00	1100234-8986	Equipment	1100234-8186	Improvemnets Cty Owned

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.) Change in project \_\_\_\_\_
- b.) Change in project priority \_\_\_\_\_
- c.) Funds need to be incurred by 12/31/24 \_\_\_\_\_

4.) Department Head Approval: \_\_\_\_\_ Date 11/6/24 (signed) \_\_\_\_\_ **APPROVED**  
*By Elisha Hardison at 3:41 pm, Nov 06, 2024*

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

6.) \_\_\_\_\_/Approved \_\_\_\_\_/Not approved \_\_\_\_\_/Recommended **APPROVED**  
*By Karen Clower at 5:22 pm, Nov 07, 2024*

County Administrative Officer: \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS

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