

**COUNTY OF LAKE  
OFFICE OF THE AUDITOR-CONTROLLER**

COUNTY OF LAKE

**BUDGET TRANSFER**

Fiscal Year: \_\_\_\_\_

Budget Title: _____ Budget Unit No. _____	<b>Budget Transfer #B</b> _____ (Admin. Office Completes this section)
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**TRANSFER FROM:**

**TRANSFER TO:**

From: Fund _____	Dept _____	
(000)	(0000)	
<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
(000.00-00)		
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

*Department's explanation of why savings will be available in the account from which the money is requested to be transferred:*

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*Department's justification & explanation of why transfer is necessary (A brief statement such as, "To cover anticipated deficit," is not adequate and, therefore, not acceptable.)*

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Authorized Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED  DENIED

\_\_\_\_\_  
 COUNTY ADMINISTRATIVE OFFICER DATE CHAIRPERSON, BOARD OF SUPERVISORS DATE

Auditor-Controller Use Only

Date \_\_\_\_\_ JE# \_\_\_\_\_ By: \_\_\_\_\_