

COUNTY OF LAKE
OFFICE OF THE AUDITOR-CONTROLLER

COUNTY OF LAKE

BUDGET TRANSFER

Fiscal Year: _____

<p>Budget Title: _____</p> <p>Budget Unit No. _____</p>	<p><i>Budget Transfer #B</i> _____</p> <p>(Admin. Office Completes this section)</p>
---	---

TRANSFER FROM:

TRANSFER TO:

From: Fund _____ Dept _____
(000) (0000)

To: Fund _____ Dept _____
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>	<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____

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

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.)

Authorized Department Signature: _____ Date: _____

☐ APPROVED ☐ DENIED

_____ COUNTY ADMINISTRATIVE OFFICER	_____ DATE	_____ CHAIRPERSON, BOARD OF SUPERVISORS	_____ DATE
--	---------------	--	---------------

Auditor-Controller Use Only

Date _____ JE# _____ By: _____