

COUNTY OF LAKE
OFFICE OF THE AUDITOR-CONTROLLER

COUNTY OF LAKE

BUDGET TRANSFER

Fiscal Year: 2018

Budget Title: ASSESSOR
Budget Unit No. 1123

Budget Transfer #B _____
(Admin. Office Completes this section)

TRANSFER FROM:

From: Fund 001 Dept 1123
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
711.38-00	Finance/Inventory Items	\$12000
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TRANSFER TO:

To: Fund 001 Dept 1123
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
711.62-71	Cap.FA-Equipment/Office	\$12000
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

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

Mid-year budget adjustment

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.)

Folding machine to be coded under fixed assets and not inventory items.

Authorized Department Signature: _____

Date: 6/5/18

☐ APPROVED

☐ DENIED

COUNTY ADMINISTRATIVE OFFICER DATE

CHAIRPERSON, BOARD OF SUPERVISORS DATE

Auditor-Controller Use Only

Date _____ JE# _____ By: _____