

COUNTY OF LAKE
OFFICE OF THE AUDITOR-CONTROLLER

COUNTY OF LAKE

BUDGET TRANSFER

Fiscal Year: 18/19

Budget Title: Contingencies
Budget Unit No. 7999

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

TRANSFER FROM:

From: Fund 001 Dept 7999
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
<u>710.90-91</u>	<u>Contingencies</u>	<u>\$ 5000.00</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>

TRANSFER TO:

To: Fund 001 Dept 2106
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
<u>721.16-00</u>	<u>Jury & Witness Expense</u>	<u>\$ 2500.00</u>
<u>721.29-50</u>	<u>Transportation & Travel</u>	<u>\$ 2500.00</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</u>
_____	_____	<u>\$ _____</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.)

The charges that were submitted for the month of May, 2019 caused account 29-50 to become overdrawn. A budget transfer was submitted to cover the charges for May, however, there are not sufficient funds remaining in the budget to cover the anticipated charges for June, 2019.

Authorized Department Signature: _____

Date: _____

☐ APPROVED

☐ DENIED

COUNTY ADMINISTRATIVE OFFICER _____ DATE _____

CHAIRPERSON, BOARD OF SUPERVISORS _____ DATE _____

Auditor-Controller Use Only

Date _____ JE# _____ By: _____