

COUNTY OF LAKE  
OFFICE OF THE AUDITOR-CONTROLLER

COUNTY OF LAKE

**BUDGET TRANSFER**

Fiscal Year: 2019/20

<p>Budget Title: <u>Registrar of Voters</u></p> <p>Budget Unit No. <u>1451</u></p>	<p><b>Budget Transfer #B</b> _____</p> <p>(Admin. Office Completes this section)</p>
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**TRANSFER FROM:**

From: Fund 001 Dept 1451  
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
<u>714.28-30</u>	<u>Spec Dept Exp-Supplies/Svcs</u>	<u>\$7,500.00</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**TRANSFER TO:**

To: Fund 001 Dept 1451  
(000) (0000)

<u>Account</u> (000.00-00)	<u>Account Title</u>	<u>Amount</u>
<u>714.62-71</u>	<u>Cap FA-Equipment/Office</u>	<u>\$7,500.00</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

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

The State will reimburse 75% of the purchase of the Envelope Opener. The adjustment will be made during mid-year.

*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.)*

Transfer is needed to cover the purchase of a Vote-By-Mail Heavy Duty Envelope Opener. Funds will be replenished during mid-year budget.

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

Date: 1-30-2020

☐ APPROVED

☐ DENIED

COUNTY ADMINISTRATIVE OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

CHAIRPERSON, BOARD OF SUPERVISORS \_\_\_\_\_ DATE \_\_\_\_\_

Auditor-Controller Use Only

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