

BUDGET APPROPRIATION TRANSFER REQUEST

Auditor Number B-17

DEPARTMENT NAME Probation

Date: October 28, 2025

Due to a budget deficiency, or unanticipated expense, I am requesting a transfer, or an additional appropriation as listed below.

Effective 10/4/25, the Probation Program Analyst FT employee has moved to an Extra Help employee. This change will allow for Probation Management and Fiscal Staff to consult with the EH employee to continue Fiscal practices without delay while the Probation Program Analyst FT position is in the process of recruitment. This transfer is necessary to pay the EH employee as there is currently no budget for 2037-51011.

Budget Transfer From				Budget Transfer To			
FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT	FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
2037	51010	Salary & Wages	\$ 5,000.00	2037	51011	Extra Help	\$ 5,000.00
Total Journal			\$ 5,000.00	Total Journal			\$ 5,000.00

TRANSFER APPROVED

Ana Zamacena 10/28/2025

AUDITOR

DATE

T. Gourey 10/28/25
SIGNATURE OF REQUESTING OFFICIAL DATE

BOARD OF SUPERVISORS DATE