

## Cassie Allred

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**From:** Gerardo Lara  
**Sent:** Wednesday, September 06, 2017 2:43 PM  
**To:** Cassie Allred  
**Subject:** budget carry over amounts fund 2530 Self Help

Cassie,

Please prepare an agenda item to carry over budget balances as of August 2017 into September 2017 for fund 2530. Below is a breakdown of the carry over amounts.

Grant revenue	2530-6360-521-330300	946,927.47
Payroll	2530-6360-521-410000	76,725.15
Fica	2530-6360-521-422000	6,840.43
Retire	2530-6360-521-423000	9,157.99
Insurance	2530-6360-521-421000	19,866.28
Work Comp	2530-6360-521-426000	5,133.28
Unemployment	2530-6360-521-425000	1,791.02
Repairs Maintenance Sites	2530-6360-521-443000-065	15,000.00
Rehab Priv Prop Home Recon	2530-6360-521-443057-010	450,000.00
Tool Library	2530-6360-521-443058	5,498.08
Technology Access	2530-6360-521-443058-025	4,090.90
Construction Classes	2530-6360-521-443058-030	18,461.00
Colonia Meetings	2530-6360-521-443058-045	4,090.90
New Construction	2530-6360-521-443069	200,000.00
Constructual Housing Rehab	2530-6360-521-457008-035	120,000.00
Admin Travel	2530-6360-521-458000	272.44
Minor Tools Apparatus	2530-6360-521-460105	10,000.00

Here is an example of an agenda item you can use to help write yours.

Engineer

20. Discussion and possible action to approve a Budget Amendment to carry over the amount of \$1,041,716.30 for Fund 644 (Loop 20 Extension Project) for year 2017 beginning March 1, 2017. [~~Account #644-8001-3501 (Grant Revenue) and Account #644-8001-6022 (Professional Services)] [Requested by Budget Officers]~~

*Handwritten signature/initials*

**Issue:** Fund 644, Loop 20 Extension Project, has a year-end closure of February 2017. That means that the ending balance as of February 2017 needs to be carried over to the following year beginning March 2017.

**Solution:** Approval through Commissioners Court as per approved Agenda Item No. 47 approved February 27, 2017, that any and all budget amendments shall be conducted only by the budget officers.

**Result:** Court approval and continuation of fund usage.

This needs to be done as soon as possible in order to pay personnel and process vendor payments.

Your attention to this matter is greatly appreciated.

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