

**Elizabeth Lira**

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**From:** Maria E. Palencia  
**Sent:** Friday, August 04, 2017 10:48 AM  
**To:** Elizabeth Lira  
**Cc:** Ramiro Veliz; Jaime A. Velasquez; Delia Perales; Sergio G. Ramirez  
**Subject:** Part time line item in deficit

**Importance:** High

Good morning Liz,

It is very important that you review the information below.

Your department has depleted the part time budget originally approved in Commissioner's Court meeting of 2/13/2017 as listed below:

**11. Honorable Ramiro Veliz, Justice of the Peace Pct. 2 Pl. 1**

**a. AI-5426 Discussion and possible action to approve the following line item transfer, and authorize the budget officers to process the following budget amendment:**

	<u>Acct. Number</u>	<u>Acct. Name</u>	<u>Amount</u>	<u>Bal.</u>
<u>From:</u>	001-1042-5001-A	Incentive Suppl Pay	\$10,000	\$10,000
<u>To:</u>	001-1042-5005	Part Time	\$10,000	\$0

**Issue: The funding for part time was temporary placed under incentive supplement p creation of a part time account for this department. The new account was created for the funds were never moved.**

**Solution: Transferring the funds will allow the department to use this line item.**

**Result: The department can hire part time employees.**

Your account's balance is (\$1,947). Please review this information and advise us how this deficit will be resolved and we may continue a smooth payroll processing.

If you have any questions, please contact our office.

Thank you,

*Elsie Palencia*

Payroll Supervisor  
Webb County Treasury  
1110 Washington, Suite 202  
Laredo, Texas 78040  
(956)523-4155

Oct. 28, 2014

**Elizabeth Lira**

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**From:** Maria E. Palencia  
**Sent:** Monday, August 07, 2017 12:05 PM  
**To:** Elizabeth Lira  
**Subject:** line item transfer

Your line item transfer for part time account should be:

\$1,947.00 already in deficit plus future payroll thru September 30<sup>th</sup>.

5 payperiods @ \$585.00 equals \$2,925.00 **(Taking in consideration employee will work same hours as Friday's payroll)**

FOR A TOTAL AMOUNT OF **\$4,872.00**

IF you have questions, call me.

*Elsie Palencia*

Payroll Supervisor  
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