

**WEBB COUNTY
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET**

INSTRUCTIONS:

ALL budget appropriation transfer and supplemental budget requests for grants and forfeitures require Auditor's Office pre-approval for court agenda. Please submit the signed form to the Auditor's Office for review along with copy of grant award, terms of award, proof of receipt of additional revenue and/or other backup to support this request for our review. Should pre-approval be granted, the Department will be notified and Auditor's Office will upload the signed form as part of the proposed agenda item. Agenda items will be between Auditor's Office sponsored by the Department requesting the budget amendment.

Requesting Department : Auditors Office Date of Request: 05/18/2018

Request Type (check one):



Departmental Line Item Transfer
(Check if transfer within existing budget)



Supplemental Budget
(Check if new unbudgeted revenue / expenditure)

Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
3015-7380-001-470000-040	Capital Outlay Mold Remediation	\$22,025.00
TOTAL		\$22,025.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
3015-2450-001-470000	Juvenile Probation-Capital Outlay	\$22,025.00
TOTAL		\$22,025.00

Justification for Request:

Fund 3015-2450-001-470000: Juvenile Probation department does not have available funding to pay this vendor.

Approved by Department Signing Authority:

_____ *Print Name/Title*

_____ *Signature*

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office: <u>Carlos Guerra</u>	Date: <u>5/18/18</u>

FOR BUDGET OFFICE USE ONLY	
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CAPITAL PROJECT
FUND 3015: DPT 2450 - JUVENILE PROBATION

	Budget/ Sources	Uses	Available
Juvenile Probation - Capital Outlay: 3015-2450-001-470000			
<i>Source of funds: (Line Item Transfers)</i>			
3015-7050-001-470000-075: for SimplexGrinnell: Youth Village Surveillance Camera Project \$179,830	179,830.00 (a.)		
Funds 3005 & 3010: for El Competidor : Youth Village Kitchen Equipment	21,890.00 (b.)		
3015-7050-001-470000-075: for Leyendecker: extra funds needed for fire loop at JJAEP Project	39,620.00 (c.)		
3015-7050-001-470000-075: for Leyendecker: extra funds needed for JJAEP Project (final pmt & retainage)	14,327.00 (c.)		
	255,667.00		
<i>Use of funds:</i>			
SimplexGrinnell: PO#: 16-0006385 - Surveillance Camera Project: \$179,830.00		50,000.00	
		(50,000.00) *	
		147,200.20	
		10,606.52	
		157,806.72 (a.)	22,023.28
El Competidor: PO#: 16-0001454 - Kitchen Equipment: \$21,890.00		21,890.00 (b.)	
Leyendecker Construction, Inc: GRP's - JJAEP Project: \$75,970.00		30,424.00	
		45,546.00	
		75,970.00 (c.)	(22,023.00)
			0.28
Totals and Available funds:	\$ 255,667.00	\$ 255,666.72	\$ (0.00)

Notes:

· (a.) (b.) & (c.) = Line item transfer for their corresponding use (expense).

* PO#: 16-0006385 has Total Cost: \$179,830 & Amount Expensed: \$207,806.72. Credit of \$50,000 should have been returned to PO#: 16-0006385 therefore, the correct expensed amount would show \$157,806.72 and would've had a remaining encumbrance of \$22,023.28 (pending amt). Since this was credited to the account 3015-2450-001-470000 and not the PO, the account showed \$50,000 more available to spend which was used for other payments.

· SimplexGrinnell PO#: 16-0006385 funds needed of \$22,023.28.

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Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
3015-1040-001-470000	Capital Outlay	\$11,846.00
3015-1100-001-470000	Capital Outlay	\$14,138.00
3015-1300-001-470000	Capital Outlay	\$195.00
3015-1380-001-470000	Capital Outlay	\$178.00
3015-2010-001-470000	Capital Outlay	\$145.00
3015-2020-001-470000	Capital Outlay	\$68.00
3015-2060-001-470000	Capital Outlay	\$3,185.00
3015-3010-001-470000	Capital Outlay	\$8,568.00
TOTAL		\$38,323.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
3015-7050-001-470000-075	Capital Outlay-Water Utility	\$38,323.00
TOTAL		\$38,323.00

Justification for Request:

Transfer remaining balances of departments within the contingency to the reserve contingency account.

Approved by Department Signing Authority:

_____ *Print Name/Title*

_____ *Signature*

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<i>Carlos Guerra</i>	

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Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
3015-6160-001-470000	Capital Outlay	\$105.00
3015-6320-001-470000	Capital Outlay	\$1,843.00
3015-7060-001-470000	Capital Outlay	\$5,602.00
3015-7380-001-470000	Capital Outlay	\$15,270.00
3015-7380-001-470000-040	Capital Outlay	\$14,761.00
	Capital Outlay	
	Capital Outlay	
	Capital Outlay	
TOTAL		\$37,581.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
3015-7050-001-470000-075	Capital Outlay-Water Utility	\$37,581.00
TOTAL		\$37,581.00

Justification for Request:

Transfer remaining balances of departments within the contingency to the reserve contingency account.

Approved by Department Signing Authority:

Print Name/Title

Signature

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3015-Contingency Reserve Fund: Available Balances to Date

<u>Department</u>	<u>Expense Acct</u>	<u>Available</u>	<u>Date Last Used</u>
1040 - Commissioner Pct. 2	470000 - Capital Outlay	11,846.00	Feb. 2016
1100 - Building Maintenance	470000 - Capital Outlay	14,138.00	Dec. 2017
1300 - Public Information Office	470000 - Capital Outlay	195.00	Jun-16
1380 - Business Department	470000 - Capital Outlay	178.00	Sept. 2016
2010 - 49th District Court	470000 - Capital Outlay	145.00	Aug. 2016
2020 - 11th Distruct Court	470000 - Capital Outlay	68.00	Feb. 2018
2060 - County Court at Law #1	470000 - Capital Outlay	3,185.00	Aug. 2016
3010 - Sheriff Bargaining Unit	470000 - Capital Outlay	8,568.00	Jul. 2017
6160 - Ernesto J. Salinas Com Ctr	470000 - Capital Outlay	105.00	Dec. 2017
6320 - Rio Bravo Activity Center	470000 - Capital Outlay	1,843.00	Nov. 2017: Amended with No activity
7060 - Colorado Acres Water Plant	470000 - Capital Outlay	5,602.00	Sept. 2017
7380 - Capital Outlay	470000 - Capital Outlay	15,270.00	Mar-16
	470000-040 - Capital Outlay Mold Remediation	36,786.00	Jan. 2013
Totals		97,929.00	

Line Item Transfers:

	<u>Amount</u>	<u>Bal.</u>	<u>End Bal.</u>
From: 3015-7380-001-470000-040	22,025.00	36,786.00	14,761.00
To: 3015-2450-001-470000	22,025.00	-	22,025.00
From: 3015-1040-001-470000	11,846.00	11,846.00	-
3015-1100-001-470000	14,138.00	14,138.00	-
3015-1300-001-470000	195.00	195.00	-
3015-1380-001-470000	178.00	178.00	-
3015-2010-001-470000	145.00	145.00	-
3015-2020-001-470000	68.00	68.00	-
3015-2060-001-470000	3,185.00	3,185.00	-
3015-3010-001-470000	8,568.00	8,568.00	-
3015-6160-001-470000	105.00	105.00	-
3015-6320-001-470000	1,843.00	1,843.00	-
3015-7060-001-470000	5,602.00	5,602.00	-
3015-7380-001-470000	15,270.00	15,270.00	-
3015-7380-001-470000-040	14,761.00	14,761.00	-
	75,904.00		
To: 3015-7050-001-470000-075	75,904.00	45,555.00	121,459.00