

**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: Community Action Agency Date of Request: 05/17/2018

Request Type (check one):

CEAP

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

Supplemental Budget
(Check if new unbudgeted revenue / expenditure)

Transfer To / Supplemental Revenue:

Account Number	Account Name	Amount
2362-5360-521-463804	Utility Assistance	\$20,928.41
TOTAL		\$20,928.41

To:

As per Maria, CAA

Transfer From / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2362-5360-521-463802	Household Crisis	\$20,928.41
TOTAL		\$20,928.41

From

Justification for Request:

Line Item Transfer to provide more utility assistance.

Approved by Department Signing Authority:

Javier Ramirez/Executive Director

Print Name/Title



Signature

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

FOR BUDGET OFFICE USE ONLY	
Commissioners Court Approval Date: _____	Agenda Item: _____
Date Entered by Budget Office: _____	Initials: _____