



**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 : CAA - Meals on Wheels Program Date of Request: 05/16/2018

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
2371-5260-521-441205	Utilities	\$800.00
2371-5260-521-410000	Payroll	\$4,000.00
2371-5260-521-458060	Mileage	\$4,000.00
2371-5260-521-458060	Mileage	\$500.00
2371-5260-521-458090	Travel	\$999.00
2371-5260-521-458080	Mileage	\$800.00
TOTAL		\$7,899.00

2,100.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2371-5260-521-443000-020	Repairs and Maintenance - Building	\$800.00
2371-5260-521-461000	Materials and Supplies	\$4,000.00
2371-5260-521-460028	Janitorial Supplies	\$1,000.00
2371-5260-521-444500	Equipment Rental	\$500.00
2371-5260-521-426000	Worker's Comp.	\$999.00
2371-5260-521-426000	Worker's Comp.	\$800.00
TOTAL		\$7,899.00

1,599.00

Justification for Request:

The following accounts: Repairs & Maintenance - Building, Materials and Supplies and Equipment Rental need funds to cover estimated expenditures that are forecasted for the remainder of the current fiscal year.

Approved by Department Signing Authority:

JAVIER ROMERO
Print Name
Director

[Signature]
Signature

FOR AUDITOR'S USE ONLY

Recommended by County Auditor's Office: Carlos Garcia Date: 5/18/18

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____ Agenda Item: _____
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Requesting Department : CAA - Elderly Nutrition Program Date of Request: 05/16/2018

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
2025-5320-521-441205	Utilities	\$1,000.00
2025-5320-521-464010	Dues	\$238.25
TOTAL		\$1,238.25

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2025-5320-521-461000	Materials and Supplies	\$1,000.00
2025-5320-521-460028	Janitorial Supplies	\$238.25
TOTAL		\$1,238.25

Justification for Request:

The following accounts: Materials and Supplies and Janitorial Supplies need funds to cover estimated expenditures that are forecasted for the remainder of the current fiscal year.

Approved by Department Signing Authority:

Javier Romirez [Signature]
Print Name/Title Signature
 Director

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office: <u>[Signature]</u>	Date: <u>5/16/18</u>

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Requesting Department : Community Action Agency Date of Request: 05/17/2018

Request Type (check one):

CSBG

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
2362-5360-521-431002	Administration Expense	\$8,455.84
TOTAL		\$8,455.84

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2362-5360-521-410000	Payroll	\$6,192.81
2362-5360-521-421000	Life Insurance	\$989.99
2362-5360-521-42200	Fica	\$449.82
2362-5360-521-423000	Retirement	\$735.62
2362-5360-521-425000	Unemployment Tax	\$42.56
2362-5360-521-426000	Worker Compensation	\$45.04
TOTAL		\$8,455.84

Justification for Request:

Line item transfer to cover payroll deficits from administration expense.

Approved by Department Signing Authority:

Javier Ramirez/Executive Director

Print Name/Title

[Handwritten Signature]

Signature

FOR AUDITOR'S USE ONLY

Recommended by County Auditor's Office:

[Handwritten Signature]

Date: 5/18/18

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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 From / Supplemental Revenue:

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

Transfer To / Supplemental Expenditure Accounts:

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

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>Alex Guerra</u>	Date: <u>5/18/18</u>

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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 From / Supplemental Revenue:

Account Number	Account Name	Amount
2362-5360-521-431002	Administration Expense	\$8,455.84
TOTAL		\$8,455.84

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2362-5360-521-410000	Payroll	\$6,192.81
2362-5360-521-421000	Life Insurance	\$989.99
2362-5360-521-42200	Fica	\$449.82
2362-5360-521-423000	Retirement	\$735.62
2362-5360-521-425000	Unemployment Tax	\$42.56
2362-5360-521-426000	Worker Compensation	\$45.04
TOTAL		\$8,455.84

Justification for Request:

Line Item transfer to cover payroll deficits from administration expense. 12/31/17

Approved by Department Signing Authority:
Javier Ramirez/Executive Director
Print Name/Title

[Signature]
Signature

FOR AUDITOR'S USE ONLY

Recommended by County Auditor's Office: Carlos Suarez Date: 5/18/18

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Requesting Department : 2661 - C.A.A. El Aguila Date of Request: 05/17/2018

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
2661-7100-521-458000	Administrative Travel	\$296.00
2661-7100-521-460105	Minor Tools and Apparatus	\$681.00
TOTAL		\$977.00

UD

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2661-7100-521-444500	Equipment Rental	\$609.00
2661-7100-521-456005	Postage and Courier Service	\$368.00
TOTAL		\$977.00

UD

Justification for Request:

Proposed line item transfers will adjust negative balances.

Approved by Department Signing Authority:
Marissa D. Arce / Senior Program Assistant

Marissa D. Arce
Signature

Print Name/Title

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

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Requesting Department : Head Start

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
2303-5150-531-423000	Retirement	\$1,000.00
2357-5200-531-422000	FICA	\$6,000.00
2357-5200-531-425000	Unemployment	\$2,000.00
TOTAL		\$9,000.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2303-5150-531-421000	Health Insurance	\$1,000.00
2357-5200-531-426000	Workers Compensation	\$8,000.00
TOTAL		\$9,000.00

Justification for Request:

Approved by Department Signing Authority:

Aliza F Oliveros Director
Print Name/Title

Aliza F Oliveros
Signature

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Recommended by County Auditor's Office: <u>Carlos Guerra</u>	Date: <u>5/18/18</u>

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