

**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: 10/11/2018

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
2362-5360-521-463802	Household Crisis	\$400,000.00
TOTAL		\$400,000.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2362-5360-521-463804	Utility Assistance	\$400,000.00
TOTAL		\$400,000.00

Justification for Request:

Increase budget to cover current and future grant expenditures.

Approved by Department Signing Authority:

Javier Ramirez/Executive Director

Print Name/Title



Signature

FOR AUDITOR'S USE ONLY

Recommended by County _____ Date: _____
Auditor's Office: _____

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____ Agenda Item: _____
Date Entered by Budget Office: _____ Initials: _____

Commissioners Court Meeting

Meeting Date: 10/22/2018

Submitted for: Maricela Benavides

Prepared by: Maricela Benavides

Department: Community Action Agency

Subject:

Discussion and possible action to approve the following grants budget amendment (s) (line item transfer) and any other matters incident thereto.

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	2362-5360-521-463802	Household Crisis	\$681,465.00	\$400,000.00	\$660,324.27	\$260,324.27
To:	2362-5360-521-463804	Utility Assistance	\$681,465.00	\$400,000.00	\$106,177.77	\$506,177.77

Issue: Increase budget to cover current and future grant expenditures.

Solution: Appropriate expenditures to be used for the purpose of program expenditures.

Result: There will be sufficient funds in all budget line items.

Fiscal Impact

Budget Account Number: N/A

Funding Source: N/A

Balance: N/A

Financial Impact:

There will be no impact to the General Fund.