



**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 Self-Help Center

Date of Request: 02/27/2020

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
2021-6360-521-44120 <u>5-020</u>	Utilities Nutrition Center	\$2,000.00
TOTAL		\$2,000.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2021-6360-521-458000	Administrative Travel	\$1,500.00
2021-6360-521-454000	Advertisement	\$500.00
TOTAL		\$2,000.00

Justification for Request:

Transfer is needed to cover travel costs for staff to attend the TDHCA Self-Help Center Workshop in Austin, Texas on March 24, 2020 through March 25, 2020 and to cover advertisement costs for newspaper notices for bids and public hearing.

Approved by Department Signing Authority:

James Flores, CAA Director

Print Name/Title

James Flores

Signature

Recommended by County Auditor's Office:	FOR AUDITOR'S USE ONLY	
	<u><i>James Flores</i></u>	Date: <u>2/28/20</u>

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