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 : Sheriff's Office **Date of Request:** 06/25/2020

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
2713-4070-001-410000	Payroll	$700.00
2713-4070-001-421000	Insurance	$2,300.00
2713-4070-001-422000	FICA	$100.00
2713-4070-001-423000	Retirement	$100.00
2713-4070-001-458000	Travel	$1,592.00
2713-4070-001-459020	Other	$525.00
	TOTAL	$5,317.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2713-4070-001-460000	Office Supplies	$18.00
2713-4070-001-460105	Minor Tools	$5,299.00
	TOTAL	$5,317.00

Justification for Request:
It was forecasted that grant funds in the categories of payroll, fringe benefits, and other would remain unused so a no-cost budget adjustment/line item transfer is requested to utilize all remaining grant funds in an effective and efficient manner.

Approved by Department Signing Authority:

Martin Cuellar, Webb County Sheriff
Print Name/Title

M. Cuellar
Signature

FOR AUDITOR'S USE ONLY

Recommended by County Auditor's Office: **Date:** 6/26/20

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____ **Agenda Item :** _____

Date Entered by Budget Office: _____ **Initials:** _____

Form BA 01 - April 2018