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 : 406th Judicial Distrcit Court Drug Court Program **Date of Request:** 08/21/2020

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
2353-2040-003-422000	Fica	$400.00
2353-2040-003-426000	Workers Comp	$2,500.00
2353-2040-003-459020	Other Expenses	$59,430.00
2353-2040-003-461000	Materials & Supplies	$4,000.00
	TOTAL	$66,330.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2353-2040-003-410000	Payroll	$4,600.00
2353-2040-003-421000	Insurance	$15,150.00
2353-2040-003-423000	Retire	$1,600.00
2353-2040-003-432001	Professional Services	$44,980.00
	TOTAL	$66,330.00

Justification for Request:
Funds being transfered to reflect FY 3 budget changes approved by comissioners court on 06/08/2020.

Approved by Department Signing Authority:

Judge Oscar J. Hale, Jr.
Print Name/Title

Amanda Piña, Court Administrator
Signature

FOR AUDITOR'S USE ONLY

Recommended by County Auditor's Office: Jerry Lara **Date:** 8/28/20

FOR BUDGET OFFICE USE ONLY

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

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

Form BA 01 - April 2018