



**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 : Webb County Court-at-Law II. DWICP Date of Request: 10/21/2020

**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
Administrative Travel	2356-2070-003-458000	\$7,815.00
<b>TOTAL</b>		<b>\$7,815.00</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
Payroll Cost	2356-2070-003-410000	\$6,681.00
FICA	2356-2070-003-422000	\$511.00
Retirement	2356-2070-003-423000	\$623.00
<b>TOTAL</b>		<b>\$7,815.00</b>

**Justification for Request:**

The transfer of funds is to fully fund the payroll accounts to reflect the pay increase for the positions within the Webb County Court-at-Law II DWI Court Program.

**Approved by Department Signing Authority:**

Judge Victor Villarreal  
Print Name/Title

*Victor Villarreal*  
Signature

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office: <u><i>[Signature]</i></u>	Date: <u>10/21/20</u>

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