

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 : 2160 - Justice of Peace Pct. 2, Pl. 1

Date of Request: 10-6-20

Request Type (check one):

Departmental Line Item Transfer
(Check if transfer within existing budget)

Supplemental Budget
(Check if new unbudgeted revenue or expenditure)

Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
2009-259700	Fund Balance	\$14,941.79
TOTAL		\$14,941.79

O.S. 10/6/2020

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2009-2160-001-412000	Part Time	\$13,182.00
2009-2160-001-422000	FICA County Share	\$1,008.42
2009-2160-001-425000	Unemployment Tax	\$92.27
2009-2160-001-426000	Workers Compensation	\$659.10
TOTAL		\$14,941.79

Justification for Request:

From the period of Oct. 1, 2019-August 31, 2020 our civil department produced \$57,275.00. we are in need of parttime help here. This a correction item, we needed these funds for FY 2021. Previously approved on 9-14-2020 CC.

Approved by Department Signing Authority:

Judge Roberto Quintana
Print Name/Title

[Signature]
Signature

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office	Date
<i>AEG.</i>	<u>10-06-20</u>

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

Commissioners Court Meeting

Meeting Date: 09/14/2020

Submitted for: Mary Serna

Prepared by: Mary Serna

Department: Justice Of The Peace Pct 2 PI 1

Subject:

Discussion and possible action to approve, by Order, the following budget amendment (line item transfer) within the Technology fund. [Requested by Roberto "Bobby" Quintana, Justice of the Peace Pct. 2, Place 1]

	Acct. Number	Acct. Name	Request	Current	End. Bal
From:	2009-259700	Fund Balance	\$16,589.04	34,034.60	17,445.56
To:	2009-2160-001-460105	Minor Tools & Apparatus	\$1,647.25	\$0.10	\$1,647.35
	2009-2160-001-412000	Part Time	\$13,182.00	\$3,854.50	\$17,036.50
	2009-2160-001-422000	FICA County Share	\$1,008.42	\$294.86	\$1,303.28
	2009-2160-001-425000	Unemployment Tax	\$92.27	\$28.61	\$120.88
	2009-2160-001-426000	Workers Compensation	\$659.10	\$654.43	\$1,313.53
			\$16,589.04		

Issue: Our civil department needs part-time assistance to help with Zoom meeting coordination and other clerical needs. Effective September 1, 2019, the Justice Court Technology Fund can be used to pay salaries. Our civil caseload from the period of Oct.1,2019 to August 31, 2020, was 1,245 (new civil cases filed). We are requesting \$14,941.79 which includes fringe benefits to maintain part-time help on board for another fiscal year. In order to keep printing costs down, we need to purchase two (2) Lexmark desk printers for a quote amount not to exceed \$1,359.25 which includes one round of toner for each printer and no monthly maintenance agreement. Lastly, for Zoom meetings, we need to purchase one monitor camera quoted at \$288.00 which includes a \$50.00 shipping fee. From the Minor Tools and Apparatus account, we would need a quoted price not to exceed \$1,647.25.

Solution: Submit a budget amendment to the Governing Body that clearly lists and defines the categories of expenditure.

Result: The Judge representing JP Pct.2, PI. 1 can utilize the requested Justice Court Technology Funds for the official use of his office to provide timely customer service.

Fiscal Impact

Budget Account Number: N/A

Funding Source: N/A

Balance: N/A