WEBB COUNTY BUDGET OFFICE

REQUEST FOR MINISTERIAL / EMERGENCY BUDGET AMENDMENT

INSTRUCTIONS:

ALL budget appropriation transfer requests require Budget Office approval before being presented to court for ratification. Please submit the signed form to the Budget Office for review along with copy or backup to support this request for our review. The Budget Office will send the approved form to the department via email. Agenda items must be submitted by the department requesting ministerial budget amendment.

Requesting Department : CAA Meals On Wheels **Date of Request:** 04/28/2021

Request Type (check one):

☑ **Departmental Budget Amendment** ☐ **Emergency Budget Amendment**

Transfer From:

Account Number	Account Name	Amount
5371-5260-521-443000-035	Repairs & Maintenance Equipment	$4,000.00
2371-5260-521-421000	Health Life Insurance	$3,500.00
	TOTAL	$7,500.00

Transfer To:

Account Number	Account Name	Amount
271-5260-521-443000-020	Repairs & Maintenance Building	$700.00
2371-5260-521-46100	Materials & Supplies	$1,500.00
2371-5260-521-4263030	Bulk Food	$1,300.00
2371-5260-521-458060	In Town Mileage	$500.00
2371-5260-521-426000	Worker Compensation	$3,500.00
	TOTAL	$7,500.00

Justification for Request:

With Funds Available,the department will be able to cover cost for home deliver Meals

Approved by Department Signing Authority:

James Flores Director — *Print Name/Title*

James Flores — *Signature*

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020