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 : Economic Development **Date of Request:** 05/07/2021

Request Type (check one):

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

Transfer From:

Account Number	Account Name	Amount
2528-6360-521-422000	Fica	$906.78
2528-6360-521-423000	Retire	$806.64
2528-6360-521-426000	WC	$1,939.48
2528-6360-521-425000	Unemployment	$1,902.75
2528-6360-521-460000	Office Supplies	$790.35
	TOTAL	$6,346.00

Transfer To:

Account Number	Account Name	Amount
2528-6360-521-410000	Payroll	$5,488.21
2528-6360-521-421000	Insurance	$857.79
	TOTAL	$6,346.00

Justification for Request:

Request for Ministerial/Emergency Budget transfer to zero out admin account funds.

Approved by Department Signing Authority:

James E. Flores, Director — *Print Name/Title*

James E Flores — *Signature*

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020