



# 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 : JP 2.1 - 210Date of Request: 05/12/2021**Request Type (check one):**

Departmental Budget Amendment

Emergency Budget Amendment

Transfer From:		
Account Number	Account Name	Amount
1001-2160-001-456205	JP Pct2 PI 1-Training & Education	\$345.00
1001-2160-001-461000	JP Pct2 PI 1- Materials & Supplies	\$283.42
<b>TOTAL</b>		<b>\$628.42</b>

Transfer To:		
Account Number	Account Name	Amount
1001-2160-001-458000	JP Pct 2 PI1-Administrative Travel	\$628.42
<b>TOTAL</b>		<b>\$628.42</b>

**Justification for Request:**

These funds are being requested to cover travel training costs for 3 county employees (Mary Garibaldi, Valerie Campos and Janell Cantu). Training is scheduled for June 21, 2021 in Denton Texas. 77th Annual JPCA Education Conference.

**Approved by Department Signing Authority:**

Judge Roberto Quintana

Print Name/TitleSignature**FOR BUDGET OFFICE USE ONLY**

Commissioners Court Ratification Date: 05.24.21  
 Date Entered by Budget Office: 05.12.21  
 BA#: BA2021-00027796

Agenda  
 Item : Pending  
 Initials: EO

## Mary Serna

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**From:** Priscilla Villa Garcia  
**Sent:** Tuesday, May 11, 2021 9:46 AM  
**To:** Mary Serna  
**Subject:** FW: Pending Receipt of Goods - PO 2021-3497  
**Attachments:** ExpenseNotes04.27.21.pdf; TravelClaim.2.staff04.27.21.pdf

**Importance:** High

Hi Mary,

Here is the email I sent you earlier about the Travel Claims.

Thank you!

Kindest Regards,

**Priscilla V. Garcia**

Accounts Payable Specialist  
Webb County Business Office  
1110 Washington Street, Suite 203  
Laredo, Texas 78040  
Ph: (956) 523-4085

**From:** Mary Serna <mserna@webbcountytx.gov>  
**Sent:** Tuesday, April 27, 2021 2:47 PM  
**To:** Lalo Uribe <auribe@webbcountytx.gov>  
**Cc:** Priscilla Villa Garcia <priscillavg@webbcountytx.gov>; Leroy R. Medford <lmedford@webbcountytx.gov>; Elizabeth M. Ortiz <emortiz@webbcountytx.gov>; Judge Robert Quintana <bquintana@webbcountytx.gov>  
**Subject:** FW: Pending Receipt of Goods - PO 2021-3497  
**Importance:** High

Good afternoon, all.

We hope that this email finds you all doing well.

Mr. Uribe.

We would like to humbly ask for approval of a line item transfer to send staff to training in June. Judge Quintana will be done with his required 20 hours this week, he has been doing all his hours virtually.

Please see expense notes so that you can follow what we were thinking. We did know we were going to be short but we were counting on a line item transfer from Training and Education and even with that we would be -283.42 short, which we were hoping you could transfer from another account like materials and supply. If possible.

Please advise after you review our item.

Thank you!

*Mary g. Serna*

Court Administrator

Judge Roberto Quintana | JP. Pct. 2, Pl. 1

901 So. Milmo 1<sup>st</sup> Floor | Laredo, Texas 78043

956.523-5359 | [mserna@webbcountytexas.gov](mailto:mserna@webbcountytexas.gov)

**From:** Priscilla Villa Garcia

**Sent:** Tuesday, April 27, 2021 11:42 AM

**To:** Mary Serna <[mserna@webbcountytexas.gov](mailto:mserna@webbcountytexas.gov)>

**Subject:** RE: Pending Receipt of Goods - PO 2021-3497

Hi Mary,

We were able to get more information.

You will have to reach out to Mr. Medford and Mr. Uribe to request approval for the line item transfer since your travel account only has \$875 and your total travel requests for Janell, Mary, and Valerie total \$1,503.42, so you're \$628.42 short.

Let me know when your account has been replenished so that I can process your travel claims.

Thanks!

Kindest Regards,

**Priscilla V. Garcia**

Accounts Payable Specialist  
Webb County Business Office  
1110 Washington Street, Suite 203  
Laredo, Texas 78040  
Ph: (956) 523-4085

**From:** Mary Serna <[mserna@webbcountytx.gov](mailto:mserna@webbcountytx.gov)>  
**Sent:** Tuesday, April 27, 2021 10:55 AM  
**To:** Priscilla Villa Garcia <[priscillavg@webbcountytx.gov](mailto:priscillavg@webbcountytx.gov)>  
**Subject:** RE: Pending Receipt of Goods - PO 2021-3497

Thank you for the update. That's why I wanted to submit these in early. I knew I would be short like \$300.00 from our account.

thank you!

**From:** Priscilla Villa Garcia  
**Sent:** Tuesday, April 27, 2021 10:28 AM  
**To:** Mary Serna <[mserna@webbcountytx.gov](mailto:mserna@webbcountytx.gov)>  
**Subject:** RE: Pending Receipt of Goods - PO 2021-3497

Thanks Mary!

Just wanted to let you know that the travels you sent are on hold for now due to no funds in the GL account you listed. I believe they're working on a process to streamline requests and get the funds in the account, but I really don't have more concrete information beyond that.

Let me know if you have any questions.

Kindest Regards,

**Priscilla V. Garcia**

Accounts Payable Specialist  
Webb County Business Office  
1110 Washington Street, Suite 203  
Laredo, Texas 78040  
Ph: (956) 523-4085

**From:** Mary Serna <[mserna@webbcountytexas.gov](mailto:mserna@webbcountytexas.gov)>

**Sent:** Tuesday, April 27, 2021 10:13 AM

**To:** Priscilla Villa Garcia <[priscillavg@webbcountytexas.gov](mailto:priscillavg@webbcountytexas.gov)>


**Subject:** RE: Pending Receipt of Goods - PO 2021-3497

Done.



Order Number: 2021-00003497

Order Type: Standard

Orders   
003497 - Training and Education

**General** ✓

**General** M

Department	Justice of the Peace Pct 2 PI 1	Cl
Vendor	21615 - TEXAS ASSOCIATION OF COUNTIES (TAC)	
Status	Open	
Contact Name	TEXAS ASSOCIATION OF COUNTIES	
Purchasing Address	PO BOX 2131	
City	AUSTIN	R
State	TX	
Zip Code	78768	
Email Address		
Description	Training and Education	
Message	When: 6-21-21- 12:00 pm.- 6-25-21 5:00 pm. Where: Embassy Suites by Hilton Denton Convention Center 3100 Tower Center Trail Denton, Tx 76201 Staff attending: Janell Cantu, Mary Garibaldi, Valerie B. Campos Order #'s: 220649, 220652, 220642	

**Detail** ✓

**Transactions** ✓

**History** ✓

**Approvals** ✓

**Receipt of Goods** ✓

**AP Invoices - Summary**

**AP Invoices - Detail**

**Email History**

**Fax History**

**From:** Priscilla Villa Garcia

**Sent:** Tuesday, April 27, 2021 8:40 AM

**To:** Mary Garibaldi <[mgaribaldi@webbcountytx.gov](mailto:mgaribaldi@webbcountytx.gov)>; Mary Serna <[mserna@webbcountytx.gov](mailto:mserna@webbcountytx.gov)>

**Subject:** Pending Receipt of Goods - PO 2021-3497

Good Morning ladies,

I was wondering if you could please complete the ROG for PO 2021-3497, so that I can process the conference invoices for payment.

Please advise.

Thank you!

Kindest Regards,

**Priscilla V. Garcia**

Accounts Payable Specialist

Webb County Business Office

1110 Washington Street, Suite 203

Laredo, Texas 78040

Ph: (956) 523-4085

Annual Totals **YTD** ▼

Reclass Journal Type

Classification **Operating Expenditures**

Fiscal Year **2021**

Amended Budget <b>\$875.00</b> Percent Used <b>0%</b>	Encumbrances <b>\$0.00</b>	Expenses <b>\$0.00</b>	YTD Balance <b>\$875.00</b>
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Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance
October	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
January	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
July	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
Total	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
Grand Total	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00

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Annual Totals **YTD** ▼

Reclass Journal Type

**Classification Operating Expenditures**

**Fiscal Year 2021**

<b>Amended Budget</b> <b>\$10,000.00</b> Percent Used <b>73%</b>	<b>Encumbrances</b> <b>\$745.03</b>	<b>Expenses</b> <b>\$6,564.14</b>	<b>YTD Balance</b> <b>\$2,690.83</b>
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Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance
October	\$10,000.00	\$0.00	\$2,776.67	\$390.00	\$6,833.33
November	\$0.00	\$0.00	-\$2,348.22	\$2,513.37	\$6,668.18
December	\$0.00	\$0.00	-\$38.95	\$1,538.33	\$5,168.80
January	\$0.00	\$0.00	\$862.28	\$0.00	\$4,306.52
February	\$0.00	\$0.00	-\$61.10	\$893.74	\$3,473.88
March	\$0.00	\$0.00	-\$720.71	\$977.45	\$3,217.14
April	\$0.00	\$0.00	\$401.93	\$124.38	\$2,690.83
May	\$0.00	\$0.00	-\$126.87	\$126.87	\$2,690.83
June	\$0.00	\$0.00	\$0.00	\$0.00	\$2,690.83
July	\$0.00	\$0.00	\$0.00	\$0.00	\$2,690.83
August	\$0.00	\$0.00	\$0.00	\$0.00	\$2,690.83
September	\$0.00	\$0.00	\$0.00	\$0.00	\$2,690.83
<b>Total</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$745.03</b>	<b>\$6,564.14</b>	<b>\$2,690.83</b>
Unposted Transactions	\$0.00	\$0.00	\$456.38	\$0.00	\$2,234.45
<b>Grand Total</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$1,201.41</b>	<b>\$6,564.14</b>	<b>\$2,234.45</b>

Annual Totals **YTD** ▼

Reclass Journal Type  ▼

**Classification Operating Expenditures**

**Fiscal Year 2021**

Amended Budget <b>\$875.00</b> Percent Used <b>61%</b>	Encumbrances <b>\$0.00</b>	Expenses <b>\$530.00</b>	YTD Balance <b>\$345.00</b>
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Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance
October	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
January	\$0.00	\$0.00	\$0.00	\$50.00	\$825.00
February	\$0.00	\$0.00	\$50.00	\$0.00	\$775.00
March	\$0.00	\$0.00	-\$50.00	\$105.00	\$720.00
April	\$0.00	\$0.00	\$0.00	\$375.00	\$345.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
July	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
August	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
<b>Total</b>	<b>\$875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$530.00</b>	<b>\$345.00</b>
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
<b>Grand Total</b>	<b>\$875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$530.00</b>	<b>\$345.00</b>

