



**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 : Sheriff's Office Date of Request: 01/04/2022

**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
2468-3010-001-462605	Fuel & Lubricants	\$25,000.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
2468-4070-001-413000	Overtime	\$20,222.00
2468-4070-001-422000	FICA County Share	\$1,548.00
2468-4070-001-423000	Retirement County Share	\$2,488.00
2468-4070-001-425000	Unemployment Tax	\$134.00
2468-4070-001-426000	Worker Compensation	\$608.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**Justification for Request:**

Line item transfer will reclassify funds due to a relocation approval of monies from the Sheriff Fuel & Lubricants account to the Dispatchers overtime & fringe benefits account.

**Approved by Department Signing Authority:**

Martin Cuellar, Webb County Sheriff  
Print Name/Title

M. Cuellar Sheriff  
Signature

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office: <u>Juan Gallo</u>	Date: <u>01/04/22</u>

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