



**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 : Economic Development

Date of Request: 06/13/2022

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
3523-1150-001-410000	Payroll	\$288.07
3523-1150-001-426000	Workers Compensation	\$2,980.17
3523-1150-001-425000	Unemployment	\$2,731.61
3523-1150-001-454000	Advertisement	\$140.50
3523-1150-001-461000	Material and Supplies	\$500.00
	TOTAL	\$6,640.35

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
3523-1150-001-422000	FICA	\$37.98
3523-1150-001-423000	Retirement	\$1,862.61
3523-1150-001-421000	Insurance	\$4,739.76
	TOTAL	\$6,640.35

Justification for Request:

A BA is needed to move funds so that administration accounts can be zeroed out.

Approved by Department Signing Authority:

James E. Flores, Director

Print Name/Title

James Flores
Signature

Recommended by County Auditor's Office:

[Signature]

FOR AUDITOR'S USE ONLY

Date: 6/02/22

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____

Agenda Item: _____

Date Entered by Budget Office: _____

Initials: _____