



# 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:** Constable Pct. 4

**Date of Request:** 06/13/2022

**Request Type (check one):**

Departmental Budget Amendment

Emergency Budget Amendment

### Transfer From:

Account Number	Account Name	Amount
1001-3170-001-456005	Postage & Courier Service	\$240.49
1001-3170-001-464005	Books & Subscriptions	\$500.00
1001-3170-001-456305	Uniforms	\$1,850.00
<b>TOTAL</b>		<b>\$2,590.49</b>

### Transfer To:

Account Number	Account Name	Amount
1001-3170-001-443000-075	Repairs & Maintenance Vehicles	\$2,590.49
<b>TOTAL</b>		<b>\$2,590.49</b>

**Justification for Request:**

This will cover (Repairs & Maintenance Vehicles) for the remainder of the year.

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### Approved by Department Signing Authority:

Gerardo Ramirez/Chief  
Print Name/Title

  
Signature

### FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: \_\_\_\_\_  
Date Entered by Budget Office: \_\_\_\_\_  
BA#: \_\_\_\_\_

Agenda Item: \_\_\_\_\_  
Initials: \_\_\_\_\_

Good Afternoon Betty,

We are requesting a ministerial budget amendment from the following accounts:

Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From: 1001-3170-001-456005	Postage & Courier Service	\$250.00	\$240.49	\$240.49	0
1001-3170-001-464005	Books & Subscriptions	\$500.00	\$500.00	\$500.00	0
1001-3170-001-456305	Uniforms	\$10,000.00	\$1,850.00	\$3,539.72	\$1,689.72
			\$2,590.49		
To: 1001-3170-001-443000-075	Repairs & Maintenance Vehicles	\$12,000.00	\$2,590.49	\$68.71	\$2,659.20

This will cover (Repairs & Maintenance Vehicles) for the remainder of the year.  
Please let me know if you have any questions.

Thank you,



ANGIE CRUZ  
WEBB COUNTY  
CONSTABLE PCT.4  
PH # 323-3100  
FAX 718-8694

Template

Department **CNTS PCT 4 - Constable Pct 4**

Vendor

Description

Category **Standard**

Form Type

Item **<New>**

Item

Description

Quantity

Unit of Measure **EA - Each**

Price per Unit \$

G/L Account **1001-3170-001-456005 - Postage**

Project

Contract

Save/New Item Save/New Requisition

### Budget Analysis

**1001-3170-001-456005 (General Fund-Cnstbl Pct 4 H Devally-Administration-Postage & Courier Service)**

Budget Type	Base Account	Fiscal Year
		2022

Original Budget	\$250.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
<b>Total Budget</b>	<b>\$250.00</b>
Expenses/Revenues	\$9.51
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
<b>Available Budget</b>	<b>\$240.49</b>

\* = Budget Amendment Excluded

- Expenses/Revenues 4%
- Unposted Transactions 0%
- Available Budget 96%

- Encumbrances 0%
- Transaction Amount 0%

**Budget Analysis**

Account Detail Cancel Unposted Activity

Template

Department: CNTS PCT 4 - Constable Pct-4

Vendor

Description

Category: Standard

Form Type

Item: <New>

Item

Description

Quantity

Unit of Measure: EA - Each

Price per Unit: \$0

G/L Account: 1001-3170-001-464005 - Books &

Project

Contract

Budget Analysis

1001-3170-001-464005 (General Fund-Cnstbl Pct 4 H Devally-Administration-Books & Subscriptions)

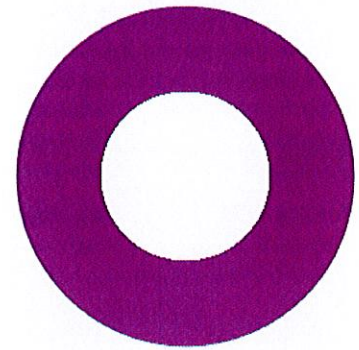
Budget Type Base Account

Fiscal Year 2022

Original Budget	\$500.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$500.00
Expenses/Revenues	\$0.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$500.00

\* = Budget Amendment Excluded

Budget Analysis



- ▶ Expenses/Revenues 0%
- ▶ Unposted Transactions 0%
- ▶ Available Budget 100%
- ▶ Encumbrances 0%
- ▶ Transaction Amount 0%

Template

Department **CNTS PCT 4 - Constable Pct 4**

Vendor

Description

Category **Standard**

Form Type

Item **<New>**

Item

Description

Quantity

Unit of Measure **EA - Each**

Price per Unit

GL Account **1001-3170-001-456305 - Uniform**

Project

Contract

Save/New Item Save/New Requisition

Budget Analysis

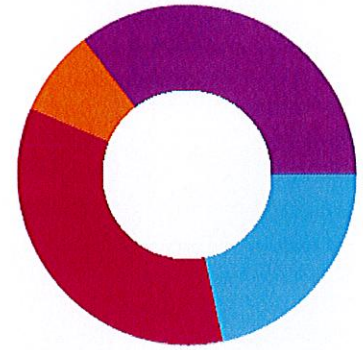
**1001-3170-001-456305 (General Fund-Cnstbl Pct 4 H Devally-Administration-Uniforms)**

Budget Type **Base Account** Fiscal Year **2022**

Original Budget	<b>\$10,000.00</b>
Budget Amendments - Posted	<b>\$0.00</b>
* Unposted Positive B/A	<b>\$0.00</b>
* Unposted Negative B/A	<b>\$0.00</b>
<b>Total Budget</b>	<b>\$10,000.00</b>
Expenses/Revenues	<b>\$2,166.13</b>
Encumbrances	<b>\$3,475.30</b>
<b>Unposted Transactions (Details)</b>	<b>\$818.85</b>
Transaction Amount	<b>\$0.00</b>
<b>Available Budget</b>	<b>\$3,539.72</b>

\* = Budget Amendment Excluded

**Budget Analysis**



- ▶ Expenses/Revenues 22%
- ▶ Encumbrances 35%
- ▶ Unposted Transactions 8%
- ▶ Transaction Amount 0%
- ▶ Available Budget 35%

Template

Department **CNTS PCT 4 - Constable Pct 4**

Vendor

Description

Category **Standard**

Form Type

Item **<New>**

Item

Description

Quantity

Unit of Measure **EA - Each**

Price per Unit \$

GL Account **1001-3170-001-443000-075 - Rep**

Project

Contract

Save Save/New Item Save/New Requisition

### Budget Analysis

**1001-3170-001-443000-075 (General Fund-Cnstbl Pct 4 H Devally-Administration-Repairs & Maintenance-Vehicles)**

Budget Type	Detail Account	Fiscal Year	2022
Original Budget		\$12,000.00	
Budget Amendments - Posted		\$0.00	
* Unposted Positive B/A		\$0.00	
* Unposted Negative B/A		\$0.00	
<b>Total Budget</b>		<b>\$12,000.00</b>	
Expenses/Revenues		\$9,694.86	
Encumbrances		\$1,678.94	
Unposted Transactions (Details)		\$557.49	
Transaction Amount		\$0.00	
Available Budget		\$68.71	

\* = Budget Amendment Excluded

#### Budget Analysis

Category	Percentage
Expenses/Revenues	81%
Encumbrances	14%
Unposted Transactions	5%
Available Budget	1%

- ▶ Expenses/Revenues 81%
- ▶ Encumbrances 14%
- ▶ Unposted Transactions 5%
- ▶ Available Budget 1%
- ▶ Transaction Amount 0%

Account Detail Cancel Unposted Activity