



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 : CAA- Meals On Wheels Date of Request: 08/22/2022

Request Type (check one):

Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:		
Account Number	Account Name	Amount
2371-5260-521-44300-035	Repairs & Maintenance Equipment	\$1,000.12
2371-5260-521-452001-015	Insurance Other Vehicles	\$690.00
2371-5260-521-452012	Property Casualty Premium	\$700.00
2371-5260-521-458060	In Town Mileage	\$500.00
2371-5260-521-460028	Janitorial Supplies	\$786.42
2371-5260-521-410000	Payrol1 Cost	\$7,000.00
	TOTAL	\$10,676.54

Transfer To:		
Account Number	Account Name	Amount
2371-5260-521-463030	Bulk Food	\$10,673.54
	TOTAL	\$10,673.54

Justification for Request:

~~We need to transfer funds into the Meals On Wheels Bulk Food do the the raise in cost of food and the increase in new clients.~~
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Approved by Department Signing Authority:

James Flores Director

Print Name/Title



Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____
 Date Entered by Budget Office: 08.30.22
 BA#: 2022-00041921

Agenda Item : _____
 Initials: EO