



**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 : Community Action Agency Date of Request: 11/30/2022

**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
23685170443000-020	Repairs & Maintenance Buildings	\$779.97
23685170443000-075	Repairs & Maintenance Vehicles	\$22.94
23685170444100	Space Rental	\$450.24
23685170444500	Equipment Rental	\$803.56
23685170452012	Property Casualty Premium	\$1,221.00
23685170454000	Advertising	\$449.00
23685170456005	Postage & Courier Service	\$581.38
23685170456105	Licenses & Permits	\$236.50
<b>TOTAL</b>		<b>\$4,544.59</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
23685170460105	Minor Tools & Apparatus	\$4,119.57
23685170463801	Emergency Services	\$425.02
<b>TOTAL</b>		<b>\$4,544.59</b>

**Justification for Request:**

Funds available will not cover operation of service through the end of the budget year.

**Approved by Department Signing Authority:**

James Flores - Director of CAA and Eco.

Print Name/Title

*James Flores*  
Signature

**FOR AUDITOR'S USE ONLY**

Recommended by County  
Auditor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR BUDGET OFFICE USE ONLY**

Commissioners Court Approval Date: \_\_\_\_\_

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

Date Entered by Budget Office: \_\_\_\_\_

Initials: \_\_\_\_\_



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**Transfer From / Supplemental Revenue:**

Account Number	Account Name	Amount
23685170456224	Meetings & Conferences	\$539.17
23685170457008	Contractual	\$2,355.43
23685170458000	Administrative Travel	\$3,929.85
23685170460000	Office Supplies	\$3,452.27
23685170460028	Janitorial Supplies	\$3,066.41
23685170462605	Fuels & Lubricants	\$613.50
23685170464010	Dues & Memberships	\$2,600.00
<b>TOTAL</b>		<b>\$16,556.63</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
23685170461000	Materials & Supplies	\$16,236.76
23685170441001	Telephone	\$228.15
23685170463801	Emergency Services	\$91.72
<b>TOTAL</b>		<b>\$16,556.63</b>

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James Flores - Director of CAA and Eco.

Print Name/Title

*James Flores*  
Signature

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Recommended by County Auditor's Office: \_\_\_\_\_ Date: \_\_\_\_\_

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Commissioners Court Approval Date: \_\_\_\_\_ Agenda Item : \_\_\_\_\_  
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**Transfer From / Supplemental Revenue:**

Account Number	Account Name	Amount
23685170410000	Payroll Cost	\$98,048.10
23685170421000	Health Life Insurance	\$46,003.05
23685170422000	Fica County Share	\$11,426.72
23685170425000	Unemployment Tax	\$6,686.22
23685170426000	Worker Compensation	\$3,502.67
	<b>TOTAL</b>	<b>\$165,666.76</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
23685170423000	Retirement County Share	\$5,581.99
23685170463801	Emergency Services	\$58.26
23685170457008-010	Contractual Skills Training	\$160,026.51
	<b>TOTAL</b>	<b>\$165,666.76</b>

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Print Name/Title

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Signature

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