



**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: Constable Pct. 4 Date of Request: 11/29/2022

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
2202-3170-001-457006	Law Enforcement Other	\$2,911.44
TOTAL		\$2,911.44

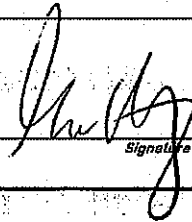
Transfer To / Supplemental Expenditure Accounts:		
Account Number	Account Name	Amount
2202-3170-001-456305	Uniforms	\$2,911.44
TOTAL		\$2,911.44

Justification for Request:
Need funds to cover cost of hats for uniforms.

Approved by Department Signing Authority:

Chief / Gerardo Ramirez

Print Name/Title



Signature

FOR AUDITOR'S USE ONLY		
Recommended by County Auditor's Office:	<u>Omni Salcedo</u>	Date: <u>11/29/22</u>

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

Entry

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: 2202-3170-001-456305 - Uniform

Project

Contract

Budget Analysis

2202-3170-001-456305 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4 H Devally-Administration-Uniforms)

Budget Type: **Base Account** Fiscal Year: **2023**

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

* = Budget Amendment Excluded

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: \$
 G/L Account: 2202-3170-001-457006 - Law Enf
 Project
 Contract

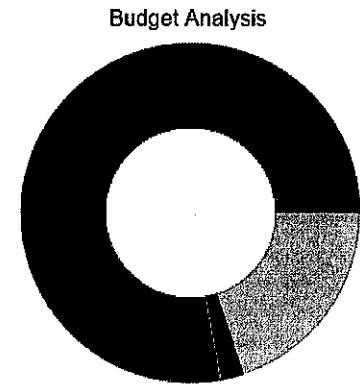
Budget Analysis

2202-3170-001-457006 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4 H Devally-Administration-Law Enforcement - Other

Budget Type Base Account Fiscal Year 2023

Original Budget	\$10,000.00
Budget Amendments - Posted	(\$765.00)
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$9,235.00
Expenses/Revenues	\$1,837.36
Encumbrances	\$204.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$7,193.64

* = Budget Amendment Excluded



- ▶ Expenses/Revenues 20%
- ▶ Encumbrances 2%
- ▶ Unposted Transactions 0%
- ▶ Transaction Amount 0%
- ▶ Available Budget 78%

Account Detail Cancel Unposted Activity