



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 : Headstart

Date of Request: 12/14/2022

Request Type (check one):

Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2357-259700	Fund Balance	\$2,707.00
TOTAL		\$2,707.00

Transfer To:

Account Number	Account Name	Amount
2357-1150-531-431002	Administrative Expense	\$2,707.00
TOTAL		\$2,707.00

Justification for Request:

Approved by Department Signing Authority:

Aliza Oliveros
Print Name/Title

Aliza
Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____
Date Entered by Budget Office: _____
BA#: _____

Agenda Item : _____
Initials: _____

Margie Gonzalez

From: Elizabeth M. Ortiz
Sent: Thursday, December 15, 2022 10:14 AM
To: Margie Gonzalez
Cc: Carlos Guerra; Claudia Hernandez; Amy Lee Capetillo
Subject: RE: Space rental for Floyd

Good morning!

BA 2023-00008067 for your records.



From: Margie Gonzalez <mgonzalez@webbcountytx.gov>
Sent: Thursday, December 15, 2022 9:25 AM
To: Elizabeth M. Ortiz <emortiz@webbcountytx.gov>
Subject: FW: Space rental for Floyd

Good Morning,

I have attached BA form for a ministerial.

Thank you
Margie R Guzman ☺
Webb County Head Start
Accounts Payable
956-722-6571
mgonzalez@webbcountytx.gov

From: Amy Lee Capetillo <acapetillo@webbcountytx.gov>
Sent: Wednesday, December 14, 2022 3:30 PM
To: Margie Gonzalez <mgonzalez@webbcountytx.gov>
Subject: RE: Space rental for Floyd

Margie,

Spoke with Mr. Guerra, we will use the monies in the fund balance looks like we do have available money there to cover for this payment.

I've attached a Ministerial BA form so you can review and have Mrs. Oliveros sign and send to Budget Office to move the money in to administrative expenses account so we can charge it there.

Amy L. Capetillo
Senior Accountant
Webb County Auditor's Office
956-523-4593
acapetillo@webbcountytx.gov