



**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: 06/14/2023

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	\$3,982.00
TOTAL		\$3,982.00

Transfer To / Supplemental Expenditure Accounts:		
Account Number	Account Name	Amount
2202-3170-001-460105	Minor Tools & Apparatus	\$3,982.00
TOTAL		\$3,982.00

Justification for Request:

Funds will be used to pay flatbed needed to transport Polaris.

Approved by Department Signing Authority:

Chief / Gerardo Ramirez

Print Name/Title

Signature

FOR AUDITOR'S USE ONLY	
Recommended by County Auditor's Office:	<u>Omar Salcedo</u> Date: <u>6/14/23</u>

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

Requisition List  
Requisition



Template

Department

Vendor

Description

Category

Form Type

Item

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Item

Item

Description

Quantity

Unit of Measure

Price per Unit

G/L Account

Project

Contract

Save Save/New Item Save/New Requisition

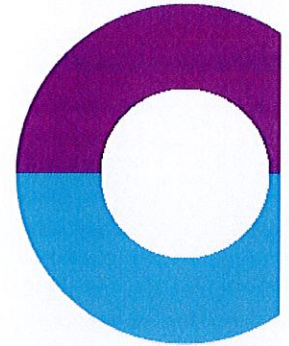
Budget Analysis

**2202-3170-001-460105 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4 H Devally-Administration-Minor Tools**  
 Budget Type **Base Account** Fiscal Year **2023**

Original Budget	\$0.00
Budget Amendments - Posted	\$5,270.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$5,270.00
Expenses/Revenues	\$2,635.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$2,635.00

\* = Budget Amendment Excluded

Budget Analysis



- ▶ Expenses/Revenues 50%
- ▶ Unposted Transactions 0%
- ▶ Available Budget 50%
- ▶ Encumbri
- ▶ Transact

Account Detail Cancel Unposted Activity

Requisition List  
Requisition



Entry

Template

Department CNIS PCT 4 - Constable Pct 4

Vendor

Description

Category Standard

Form Type

Item  <New>

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Item

Item

Description

Quantity

Unit of Measure EA - Each

Price per Unit  \$0

S/L Account 2202-3170-001-457006 - Law Enf

Project

Contract

Save Save/New Item Save/New Requisition

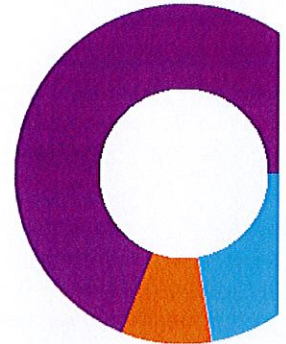
Budget Analysis

**2202-3170-001-457006 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4 H Devally-Administration-Law Enforce**  
Budget Type **Base Account** Fiscal Year **2023**

Original Budget	\$10,000.00
Budget Amendments - Posted	\$848.96
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$10,848.96
Expenses/Revenues	\$2,416.36
Encumbrances	\$0.00
Unposted Transactions (Details)	\$932.00
Transaction Amount	\$0.00
Available Budget	\$7,500.60

\* = Budget Amendment Excluded

Budget Analysis



- ▶ Expenses/Revenues 22%
- ▶ Unposted Transactions 9%
- ▶ Available Budget 69%
- ▶ Encumb
- ▶ Transact

Account Detail Cancel Unposted Activity