



**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 : Webb County CAA

Date of Request: 09/29/2023

**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
2368-5170-521-410000	Payroll Cost	\$10,000.00
2368-5170-521-421000	Health Life Insurance	\$15,000.00
2368-5170-521-457008	Contractual	\$10,000.00
2368-5170-521-460000	Office Supplies	\$10,000.00
2368-5170-521-458000	Administrative Travel	\$5,000.00
2368-5170-521-464010	Dues & Memberships	\$5,000.00
2368-5170-521-470000-155	Capital Outlay Computer & SW	\$1,475.00
<b>TOTAL</b>		<b>\$56,475.00</b>

**Transfer To / Supplemental Expenditure Accounts:**

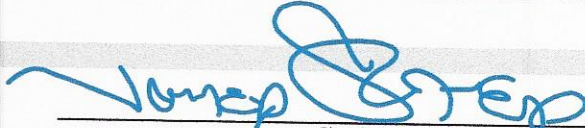
Account Number	Account Name	Amount
23685170-521-462605	Fuel & Lubricants	\$1,475.00
2368-5170-521-457008-010	Contractual Skills Training	\$55,000.00
<b>TOTAL</b>		<b>\$56,475.00</b>

**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*

  
*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: \_\_\_\_\_