



**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 : Head Start Date of Request: 10/25/2023

**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
2303-5210-531-410000	Payroll	\$12,460.49
2303-5210-531-421000	Health Life Insurance	\$7,500.13
2303-5210-531-422000	FICA	\$2,547.25
2303-5210-531-422300	RETIREMENT	\$4,838.00
2303-5210-531-425000	UNEMPLOYMENT	\$322.00
2303-5210-531-426000	WORKERS COMPENSATION	\$640.13
	<b>TOTAL</b>	<b>\$28,308.00</b>

**Transfer To / Supplemental Expenditure Accounts:**

Account Number	Account Name	Amount
2303-5210-531-463030	BULK FOOD	\$28,308.00
	<b>TOTAL</b>	<b>\$28,308.00</b>

Justification for Request:

\_\_\_\_\_

**Approved by Department Signing Authority:**

Aliza F. Oliveros Executive Director  
Print Name/Title

*Aliza F. Oliveros*  
Signature

**FOR AUDITOR'S USE ONLY**

Recommended by County Auditor's Office: Antonio Bernal Jr. Date: 10/25/2023

**FOR BUDGET OFFICE USE ONLY**

Commissioners Court Approval Date: \_\_\_\_\_ Agenda Item : \_\_\_\_\_  
Date Entered by Budget Office: \_\_\_\_\_ Initials: \_\_\_\_\_

## Margie Gonzalez

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**Subject:** FW: TX-UNPS Application Packet Notification revision needs to be approved

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**From:** Antonio Bernal <[anbernal@webbcountytx.gov](mailto:anbernal@webbcountytx.gov)>  
**Sent:** Tuesday, October 24, 2023 1:52 PM  
**To:** Aliza F. Oliveros <[afoliveros@webbcountytx.gov](mailto:afoliveros@webbcountytx.gov)>; Margie Gonzalez <[mgonzalez@webbcountytx.gov](mailto:mgonzalez@webbcountytx.gov)>  
**Cc:** Leticia Mendoza <[lmendoza@webbcountytx.gov](mailto:lmendoza@webbcountytx.gov)>; Cristina Castillo <[crcastillo@webbcountytx.gov](mailto:crcastillo@webbcountytx.gov)>  
**Subject:** FW: TX-UNPS Application Packet Notification revision needs to be approved

Good afternoon Ms. Oliveros,

Ms. Mendoza reached out reminding me of the grant amendment that was going to move monies to bulk food for CACFP. Since this was approved by the agency what needs to happen next is the approval at commissioners court. Can you please submit an agenda item for the amendment approved by the agency? The amendment will be moving \$28,308.00 from payroll and fringes to Bulk Food. You can also submit the snip below to show the approval of the movement by the agency.

Please let me know if I left something out.

Thank you,



**Antonio Bernal Jr.**  
Senior Accountant  
Webb County Auditor's Office  
1110 Washington St. 2nd Floor Laredo, TX 78040  
956-523-4192

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**From:** Leticia Mendoza <[lmendoza@webbcountytx.gov](mailto:lmendoza@webbcountytx.gov)>  
**Sent:** Friday, October 20, 2023 8:56 AM  
**To:** Aliza F. Oliveros <[afoliveros@webbcountytx.gov](mailto:afoliveros@webbcountytx.gov)>; Antonio Bernal <[anbernal@webbcountytx.gov](mailto:anbernal@webbcountytx.gov)>  
**Subject:** Re: TX-UNPS Application Packet Notification revision needs to be approved



# Child and Adult Care Food Program



Applications | Claims | Compliance | Security | Search

Applications > Application Packet - Centers >

## Application Packet Sponsor of Affiliated Sites

03503    Status: Active  
**WEBB COUNTY COMMISSIONERS**  
 DBA:  
 5904 WEST DRIVE  
 Sut 7  
 LAREDO, TX 78041-0630  
 County District Code: 240  
 ESC: 1            TDA Region: 5

Packet Submitted  
 Packet Approved  
 Packet Original Approval  
 Packet S

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Revise</a>	✔ Contracting Entity Application	Original	Approved
<a href="#">Revise</a>   <a href="#">Details</a>	✔ Board of Directors	Original	Approved
<a href="#">View</a>   <a href="#">Revise</a>	✔ Contracting Entity Budget Detail	Rev. 1	Approved
<a href="#">View</a>   <a href="#">Revise</a>	✔ Management Plan	Original	Approved
<a href="#">Details</a>	✔ Checklist (15)		
<a href="#">View</a>	Application Packet Notes for CE		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Er
Site Application(s)	23	0	0	0	0	

Next Base Year Renewal: 2026 - 2027

[< Back](#)   [Submit for Approval](#)   [Update Packet](#)

[Show Packet History](#)

**From:** Leticia Mendoza  
**Sent:** Wednesday, October 18, 2023 8:24 AM  
**To:** Aliza F. Oliveros  
**Subject:** Re: TX-UNPS Application Packet Notification

Thank you.

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**From:** Aliza F. Oliveros  
**Sent:** Tuesday, October 17, 2023 4:17:41 PM  
**To:** Leticia Mendoza  
**Subject:** FW: TX-UNPS Application Packet Notification

**From:** TX-UNPS Help Desk <[squaremeals@TexasAgriculture.gov](mailto:squaremeals@TexasAgriculture.gov)>  
**Sent:** Tuesday, October 17, 2023 3:27 PM  
**To:** Aliza F. Oliveros <[afoliveros@webbcountytexas.gov](mailto:afoliveros@webbcountytexas.gov)>  
**Subject:** TX-UNPS Application Packet Notification

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**NOTIFICATION EMAIL FOR CACFP APPLICATION PACKET**

Texas Unified Nutrition Programs System  
Texas Department of Agriculture  
Food and Nutrition Division

Thank you for submitting your Application Packet for the Child & Adult Care Food Program. Your application packet has been APPROVED.

Contracting Entity Name: WEBB COUNTY COMMISSIONERS  
CE ID: 03503  
Program Year: 2023/2024  
Program: Child & Adult Care Food Program (CACFP)  
Application Packet Status: Approved