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 : CAA Self-Help Center **Date of Request:** 11/13/2023

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
2021-6360-521-421000	Insurance	$2,000.00
2021-6360-521-425000	Unemployment	$400.00
2021-6360-521-441001	Telephone	$4,200.00
2021-6360-521-441205	Utilities	$4,200.00
	TOTAL	$10,800.00

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2021-6360-521-410000	Payroll	$9,000.00
2021-6360-521-422000	Fica	$100.00
2021-6360-521-423000	Retirement	$1,700.00
	TOTAL	$10,800.00

Justification for Request:
Funds are needed to be transfered to cover costs for the CAA Deputy Director's hours worked on the Self-Help Center Progra

Approved by Department Signing Authority:
Guillermo Walls, Director
Print Name/Title

Signature

FOR AUDITOR'S USE ONLY
Recommended by County Auditor's Office: **Date:** 11/14/23

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

Form BA 01 - April 2018