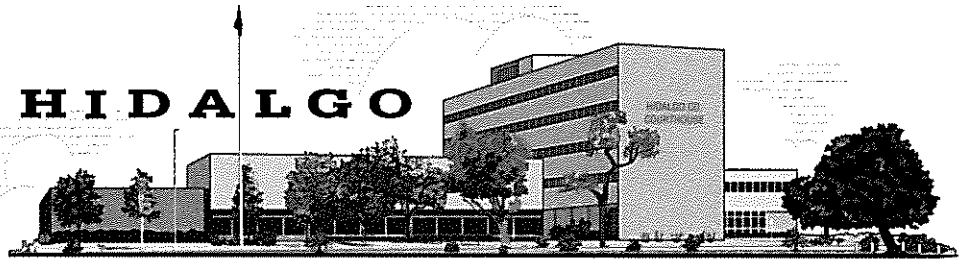


# COUNTY of HIDALGO



HIDALGO COUNTY AUDITOR'S OFFICE  
Hidalgo County Administration Building  
2808 South Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577  
WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

EDINBURG, TEXAS 78539

September 9, 2016

The Honorable Ramon Garcia, Hidalgo County Judge  
The Honorable A.C. Cuellar, Jr., Commissioner, Precinct No. 1  
The Honorable Eduardo Cantu, Commissioner, Precinct No. 2  
The Honorable Jose M. Flores, Commissioner, Precinct No. 3  
The Honorable Joseph Palacios, Commissioner, Precinct No. 4

**RE: Certification of Revenue**

Dear Judge and Commissioners:


Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

The county auditor shall certify to the commissioner's court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

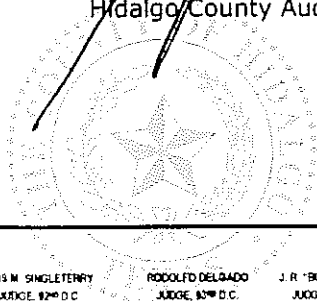
I, Ray Eufrazio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the Apportionment Funds appropriated in the General Appropriations Act for the District Attorney. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$22,500.00	Apportionment Funds for State Appropriation Year 2017

CERTIFIED BY:

  
Raymundo Eufrazio, CPA  
Hidalgo County Auditor

9/12/16  
Date



**HIDALGO COUNTY DISTRICT JUDGES**

LUIS M SINGLETERRY JUDGE, 12 <sup>th</sup> D.C.	RODOLFO DELGADO JUDGE, 13 <sup>th</sup> D.C.	J. R. "BOBBY" FLORES JUDGE, 13 <sup>th</sup> D.C.	ROSE GUERRA REYNA JUDGE, 20 <sup>th</sup> D.C.	JUAN R. PARTIDA JUDGE, 27 <sup>th</sup> D.C.	MARCO E. RAMIREZ, JR. JUDGE, 32 <sup>nd</sup> D.C.	MOE GONZALEZ JUDGE, 37 <sup>th</sup> D.C. OVERSEER	LETICIA LOPEZ JUDGE, 38 <sup>th</sup> D.C.	AIDA GALINAS FLORES JUDGE, 39 <sup>th</sup> D.C.	ISRAEL RAMON, JR. JUDGE, 43 <sup>rd</sup> D.C.	JESSE CONTRERAS JUDGE, 44 <sup>th</sup> D.C.
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AI-56305

District Attorney 7. A.

CC - REGULAR

Meeting Date: 09/13/2016

Submitted For: Ramiro Sendejo, DISTRICT ATTORNEY

Submitted By: Ramiro Sendejo, DISTRICT ATTORNEY

Department: DISTRICT ATTORNEY

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**Information**

**CAPTION**

DA's - State Supplement (1281):

1. Requesting approval to accept the FY 2016-2017 D.A. State Supplement in the amount of \$22,500.00 (09/01/2016 to 08/31/2017).
2. Approval of certification of revenues as certified by the County Auditor for the FY 2016-2017 D.A. State Supplement Grant.
3. Approval of appropriation of funds in the amount of \$22,500.00.

**BACKGROUND**

Funding is provided by the State.

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**Fiscal Impact**

**FISCAL YEAR:** SEE BELOW

**ACCT. #:** 6-1281-412-00-080-010-7-XXX

**FUNDS AVAILABLE Y/N?:** Y

**MATCHING FUNDS Y/N?:** N

**BUDGETARY IMPACT:**

County Fiscal/Calendar Year: 6

Grant Account Fiscal Year: 7

State Fiscal Year: 2017

Appropriation of funds into DA State Supplement fund in the amount of \$22,500.00

"DA State Supplement Grant Revenue"- Acct#6-1281-334-10-080-010-7-000

Grant Period 09/01/2016 to 08/31/2017

No local cash match is required. 100% state funding.

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**Attachments**

**APPORTIONMENT GUIDELINES**

**Appropriation**

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**Form Review**

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	09/09/2016 02:15 PM
Final Approval		

Form Started By: Ramiro Sendejo

Started On: 09/09/2016 10:02 AM

## Minerva Diaz

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**From:** Ramiro Sendejo [ramiro.sendejo@da.co.hidalgo.tx.us]  
**Sent:** Friday, September 09, 2016 10:57 AM  
**To:** Minerva Diaz; Rosalinda Cantu; Sylvia Solis; Deborah Fischer  
**Subject:** FY2017 D.A. STATE SUPPLEMENT CERTIFICATION OF REVENUES  
**Attachments:** 96-854\_Apportionment.pdf

Good Morning Minerva,

Please process a Certification of Revenue in the amount of \$22,500.00 for the D.A. State Supplement Fiscal Year 2017.

Agenda Item #AI-56305 has been submitted for Commissioners Court approval. I will request for Budget to move this agenda item to September 13, 2016.

If you have any questions please let me know.

Thank You,

--

**Ramiro Sendejo**  
Accountant III  
Administration Section  
Office of Criminal District Attorney  
Hidalgo County, Texas  
100 E. Cano, Rm. #131  
Edinburg, TX 78539  
(956) 292-7604 ext. 8082  
(956) 318-2078 FAX  
[ramiro.sendejo@da.co.hidalgo.tx.us](mailto:ramiro.sendejo@da.co.hidalgo.tx.us)



## Direct deposit

We encourage you to use direct deposit to avoid lost warrants and to speed the availability of your funds. Submit a completed direct deposit form, available at: <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf> or call the Comptroller's Judiciary Section for a form at (800) 531-5441, ext. 3-4886.

## Form completion

- Do not complete shaded areas.
- The following fields must be completed:
  - Name of the DA, CDA or CA and a mailing address for the check or direct deposit notification
  - 11 digit TX ID # starting with 7 of the DA, CDA or CA
  - From and to dates covered for the expenditures on the voucher
  - Grand total for dates covered
  - Contact from county or district including telephone number, located below certification

## For Staff Salary Amounts Requested:

- Employee name
- Position title
- Amount requested
- Payroll taxes may be included in salary amounts or listed separately

Additional lines are available on the reverse side of the form.

## For Office Expenses Requested:

- List rent, utilities, books, telephones and equipment leases separately
- Consumable office supplies can be requested in one sum of up to \$500 per month. For totals exceeding \$500 per month, provide explanation/itemization of expenses

Additional lines are available on the reverse side of the form.

## For Travel Amounts Requested:

List travel on the reverse side and enter the total on the front above the grand total. We do not request any receipts or detail, although all travel must comply with the State Travel Allowance Guide. Go to: <http://fmx.cpa.state.tx.us/fmx/travel/index.php/> to view the travel guide.

- List title or name of the person who traveled and total amount requested for each person.

## Signatures:

- Signatures must be original. We cannot accept a faxed form.
- Print or type the name of the DA, CDA or CA and complete the applicable blank.
- The DA, CDA or CA must sign and date the form in the certification box.

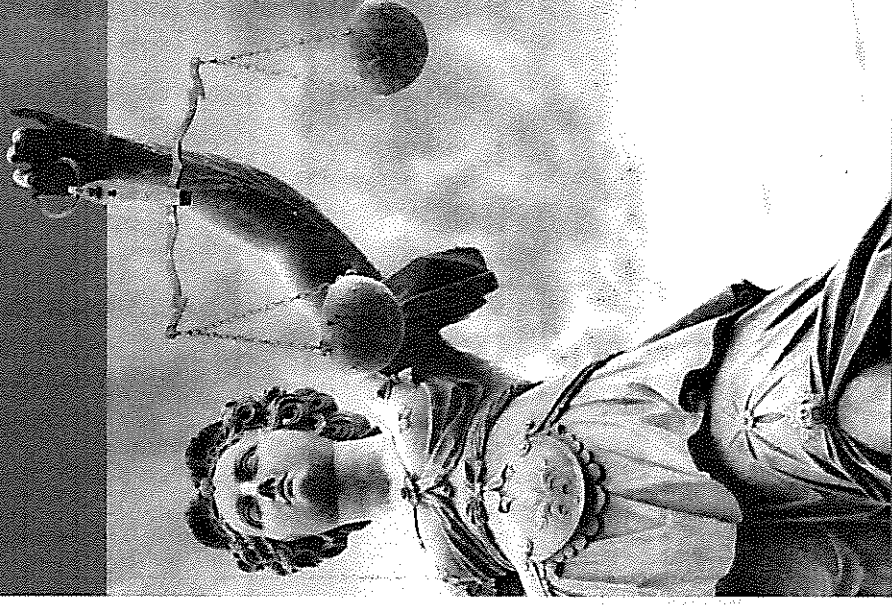
Please indicate a contact name and telephone number below the certification in case we have questions.

**Mail completed form to:**  
**Comptroller Judiciary Section**  
**P.O. Box 13528**  
**Austin, Texas 78711-3528**

**E-mail judiciary@cpa.state.tx.us**  
**Call (800) 531-5441, ext. 3-4886**  
**for assistance**

The apportionment form is located on the Internet at: [www.window.state.tx.us/taxinfo/taxforms/40-forms.html](http://www.window.state.tx.us/taxinfo/taxforms/40-forms.html)  
 Scroll to form 73-279, Comptroller Judiciary Apportionment Voucher.

# Office Apportionment Guidelines



- District Attorneys (DAs)
- Criminal District Attorneys (CDAs)
- County Attorneys with Felony Prosecution Authority (CAs)

# Apportionment excerpt from current Apportionment Act

Apportionment funds are for the payment of salaries, travel and expenses of assistant prosecutors, investigators and administrative staff. These funds are also eligible to be used for the day to day operating expenses of the office as outlined in the following excerpt from the General Appropriations Act.

*Felony Prosecutors: Expenses. For the payment of salaries of assistant district attorneys, investigators and/or secretarial help and expenses, including travel for these personnel as determined by the prosecutors designated in Strategies B.1.1, B.1.2, B.1.3, and B.1.4. Reimbursement shall be limited to expenses for supplies or items that would normally be consumed or utilized within the fiscal year for which the funds in this item are designated. Payments shall not exceed \$11,083 per year in single-county districts with populations over 50,000 in Strategy B.1.4; \$22,500 per year in districts with populations over 50,000; or, \$27,500 per year in districts with populations under 50,000 for those district attorneys, criminal district attorneys and county attorneys performing the duties of a district attorney both prohibited and not prohibited from the private practice of law per Government Code, Chapter 46; and shall be made available in three equal installments issued on the first day of September, January and May of each fiscal year. These payments shall be made directly to the district attorney, criminal district attorney, or county attorney for the purposes of disbursement as required by the attorney. The attorney receiving these payments shall be responsible to the Comptroller for accounting for all expenditures of these funds.*

Please provide the Comptroller's Judiciary Section with a detailed list including payroll, services or goods that were paid for by state office apportionment funding. A separate reconciliation form, provided by the state, will serve as a record of actual office expenditures for

each preceding year. Please mail the completed form to the Comptroller's Judiciary Section by November 15, following the close of the state's fiscal year. The statute reference for this requirement is Texas Government Code 46.004.

## Eligible expenses

### (examples, not exclusive)

- Consumable expenses including: pens, paper, files and miscellaneous office supplies
- Law books
- Rental or lease (not lease purchase) of office equipment, computer equipment and copiers
- Subscriptions and dues not for the exclusive use of the DA, CDA or CA
- Travel for office staff (not the DA, CDA or CA) that complies with the State Travel Allowance Guide
- Salaries for office staff
- Utility and telephone expenses
- Rent
- Contract labor

## Ineligible expenses

### (examples)

- Purchase of capital equipment including desks, chairs, copiers and computers
- Travel for the DA, CDA or CA

## Funds availability

Apportionment funds are appropriated by the state fiscal year, which is September through August. For example, fiscal 2015 begins on September 1, 2014 and will end on August 31, 2015.

Funds requested must be for expenses incurred (or expected to be incurred) in the fiscal year that the funds became available.

A third of the funds will be available in September, January and May.

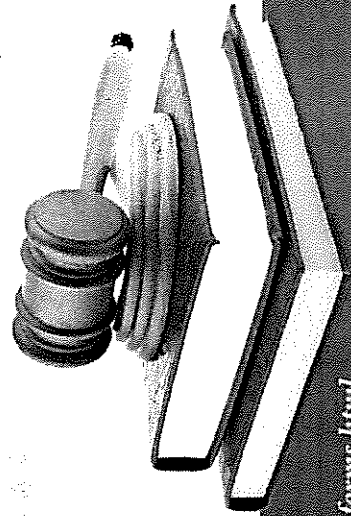
For those with \$27,500 available per year, \$9,166.66 will be available in September, January and May. For those with \$22,500 available per year, \$7,500 will be available in September, January and May.

## Requesting funds

Request funds by submitting a completed Comptroller Judiciary Apportionment Voucher <http://www.window.state.tx.us/taxinfo/taxforms/73-279.pdf>.

Funds may be requested for anticipated expenses. Vouchers for anticipated expenses should list expenses that are reasonably expected to occur within the dates requested. A voucher submitted in September for \$9,166.66 for expenses through December must be for regular expenses expected to occur in that time period.

If an office requests more funds than are available, only the remaining available funds will be reimbursed. If a request for \$10,000 is made for funds in September, only \$9,166.66 will be disbursed. Another voucher must be submitted when the next third becomes available. Call the Comptroller's Judiciary Section at any time to inquire about the amount available at **(800) 531-5441, ext. 3-4886**.



Call us with questions at: **(800) 531-5441, ext 6-5985.**

The apportionment form is located at [www.window.state.tx.us/taxinfo/taxforms/40-forms.html](http://www.window.state.tx.us/taxinfo/taxforms/40-forms.html)