



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 : COMMUNITY ACTION AGENCY

Date of Request: 11/27/2024

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
2368-5170-521-425000	Unemployment Tax	\$1,100.00
2368-5170-521-426000	worker compensation	\$900.00
2368-5170-521-441001	Telephone	\$400.00
2368-5170-521-443000-020	Repairs & Maintenance Building	\$925.89
2368-5170-521-443000-035	Repairs & Maintenance Equipment	\$212.18
2368-5170-521-443000-075	Repairs & Maintenance Vehicle	\$2,213.13
2368-5170-521-444100	Space Rental	\$955.62
2368-5170-521-444500	Equipment Rental	\$133.31
TOTAL		\$6,840.13

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2368-5170-521-410000	Payroll Cost	\$6,840.13
TOTAL		\$6,840.13

Justification for Request:

Funds available in account will not cover cost needed to continue operation of service through the end of the budget year.

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title


Signature

FOR AUDITOR'S USE ONLY

Recommended by County
Auditor's Office:

Beatriz A. Cadena

Date: 12/03/2024

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____

Agenda
Item : _____

Date Entered by Budget Office: _____

Initials: _____



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 : COMMUNITY ACTION AGENCY

Date of Request: 11/27/2024

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
2368-5170-521-452012	Property Casualty Premium	\$1,850.00
2368-5170-521-454000	Advertising	\$420.58
2368-5170-521-456005	Postage & Courier Service	\$648.88
2368-5170-521-456105	Licenses & Permits	\$475.00
2368-5170-521-456205	Training & Education	\$561.70
2368-5170-521-457008	Contractual	\$3,748.08
2368-5170-521-458000	Administrative Travel	\$3,726.98
2368-5170-521-458060	In Town Milage	\$200.00
TOTAL		\$11,631.22

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2368-5170-521-410000	Payroll Cost	\$11,631.22
TOTAL		\$11,631.22

Justification for Request:

Funds available in account will not cover cost needed to continue operation of service through the end of the budget year.

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title

Signature

FOR AUDITOR'S USE ONLY

Recommended by County
Auditor's Office:

Beatriz A. Cadena

Date: 12/03/2024

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____

Date Entered by Budget Office: _____

Agenda
Item : _____

Initials: _____



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 : COMMUNITY ACTION AGENCY

Date of Request: 11/27/2024

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
2368-5170-521-460000	Office Supplies	\$1,446.73
2368-5170-521-460028	Janitorial Supplies	\$927.38
2368-5170-521-460105	Minor Tools & Apparatus	\$3,112.17
2368-5170-521-461000	Materials & Supplies	\$4,354.42
2368-5170-521-462605	Fuel & Lubricants	\$576.79
2368-5170-521-463801	Emergency Services	\$3,000.00
2368-5170-521-470000-155	Capital Outlay Computer & Software	\$1,006.00
TOTAL		\$14,423.49

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2368-5170-521-410000	Payroll Cost	\$14,423.49
TOTAL		\$14,423.49

Justification for Request:

Funds available in account will not cover cost needed to continue operation of service through the end of the budget year.

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title


Signature

FOR AUDITOR'S USE ONLY

Recommended by County
Auditor's Office:

Beatriz A. Cadena

Date: 12/03/2024

FOR BUDGET OFFICE USE ONLY

Commissioners Court Approval Date: _____

Date Entered by Budget Office: _____

Agenda
Item : _____

Initials: _____