

Angelita F. Cruz

From: Angelita F. Cruz
Sent: Wednesday, May 21, 2025 11:14 AM
To: Elizabeth M. Perez
Subject: Ministerial budget amendment
Attachments: DOC052125-005.pdf

Good Afternoon Betty,

We are requesting a ministerial budget amendment from the following accounts:

	Acct. Number	Acct. Name	Amount
From:	1001-3170-001-443000-075	Repairs & Maintenance-Vehicles	\$4,500.00
To:	1001-3170-001-456205	Training & Education	\$4,500.00

This will cover cost for training & education.
Please let me know if you have any questions.

Thank you,



Angie Cruz
Webb County
Constable Pct.4
PH # 523-5100
Fax# 718-8694



WEBB COUNTY BUDGET OFFICE

REQUEST FOR MINISTERIAL / EMERGENCY BUDGET AMENDMENT

INSTRUCTIONS:

ALL budget appropriation transfer requests require Budget Office approval before being presented to court for ratification. Please submit the signed form to the Budget Office for review along with copy or backup to support this request for our review. The Budget Office will send the approved form to the department via email. Agenda items must be submitted by the department requesting ministerial budget amendment.

Requesting Department : Constable Pct. 4

Date of Request: 05/21/2025

Request Type (check one):

☐

Departmental Budget Amendment

☒

Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-3170-001-443000-075	Repairs & Maintenance-Vehicles	\$4,500.00
TOTAL		\$4,500.00

Transfer To:

Account Number	Account Name	Amount
1001-3170-001-456205	Training & Education	\$4,500.00
TOTAL		\$4,500.00

Justification for Request:

Will be used to cover training & education

Approved by Department Signing Authority:

Chief Christopher Baker

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____

August 2020



Entry

Template	
Department	CNTS PCT 4 - Constable Pct 4
Vendor	
Description	
Category	Standard
Form Type	
Item	☐ ☐ <New>
Item	
Description	
Quantity	
Unit of Measure	EA - Each
Price per Unit	\$0
G/L Account	1001-3170-001-443000-075 - Rep
Project	
Contract	

Save Save/New Item Save/New Requisition

Budget Analysis

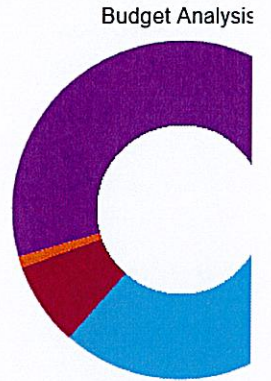
1001-3170-001-443000-075 (General Fund-Cnstbl Pct 4-Administration-Repairs & Maintenance-Vehicles)

Budget Type Detail Account Fiscal Year 2025

Original Budget	\$25,000.00
Budget Amendments - Posted	(\$240.00)
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$24,760.00

Expenses/Revenues	\$9,024.05
Encumbrances	\$1,988.67
Unposted Transactions (Details)	\$259.80
Transaction Amount	\$0.00
Available Budget	\$13,487.48

* = Budget Amendment Excluded



Expenses/Revenues 36%
Unposted Transactions 1%
Available Budget 54%

Encur
Trans

Account Detail Cancel Unposted Activity

-4,500.00
8987.48

Requisition List

Requisition

 Entry

Template

Department CNTS PCT 4 - Constable Pct 4

Vendor

Description

Category Standard

Form Type

Item ☐ ☐ <New>

Item

Item

Description

Quantity

Unit of Measure EA - Each

Price per Unit \$0

G/L Account 1001-3170-001-456205 - Training

Project

Contract

Save Save/New Item Save/New Requisition

Budget Analysis

1001-3170-001-456205 (General Fund-Cnstbl Pct 4-Administration-Training & Education)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$10,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$10,000.00

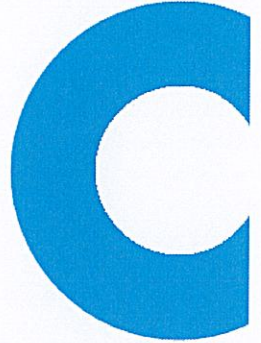
Expenses/Revenues	\$9,993.52
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$6.48

* = Budget Amendment Excluded

Expenses/Revenues 100%
Unposted Transactions 0%
Available Budget 0%

Encur
Trans

Budget Analysis



4,500.00
ATM Veh.