



# 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 : \_\_\_\_\_

Date of Request: 06/09/2025

### 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 | \$4,100.00 |
|                          |                                  |            |
|                          |                                  |            |
|                          |                                  |            |
|                          |                                  |            |
|                          |                                  |            |
|                          |                                  |            |
| TOTAL                    |                                  | \$4,100.00 |

### Transfer To:

| Account Number       | Account Name         | Amount     |
|----------------------|----------------------|------------|
| 1001-3170-001-461000 | Materials & Supplies | \$4,100.00 |
|                      |                      |            |
|                      |                      |            |
|                      |                      |            |
|                      |                      |            |
|                      |                      |            |
|                      |                      |            |
| TOTAL                |                      | \$4,100.00 |

### Justification for Request:

Will be used to cover materials & supplies needed for office use.

### Approved by Department Signing Authority:

Cheif Christopher Baker

Print Name/Title

Signature

### FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: \_\_\_\_\_

Date Entered by Budget Office: \_\_\_\_\_

BA#: \_\_\_\_\_

Agenda  
Item : \_\_\_\_\_

Initials: \_\_\_\_\_

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 1001-3170-001-461000 - Material

Project

Contract

Save Save/New Item Save/New Requisition

## Budget Analysis

## 1001-3170-001-461000 (General Fund-Cnstbl Pct 4-Administration-Materials &amp; Supplies)

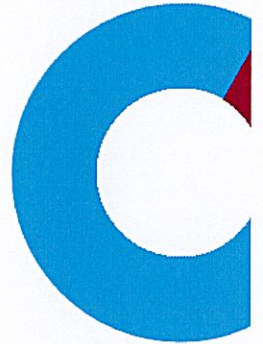
Budget Type Base Account Fiscal Year 2025

|                            |            |
|----------------------------|------------|
| Original Budget            | \$7,500.00 |
| Budget Amendments - Posted | \$1,527.70 |
| * Unposted Positive B/A    | \$4,100.00 |
| * Unposted Negative B/A    | \$0.00     |
| Total Budget               | \$9,027.70 |

|                                 |            |
|---------------------------------|------------|
| Expenses/Revenues               | \$7,527.50 |
| Encumbrances                    | \$700.94   |
| Unposted Transactions (Details) | \$112.52   |
| Transaction Amount              | \$0.00     |
| Available Budget                | \$686.74   |

\* = Budget Amendment Excluded

## Budget Analysis



Expenses/Revenues 83%  
Unposted Transactions 1%  
Available Budget 8%

Encur  
Trans

Account Detail Cancel Unposted Activity

New  
4,786.74

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 1001-3170-001-443000-075 - Rep

Project

Contract

Save Save/New Item Save/New Requisition

## Budget Analysis

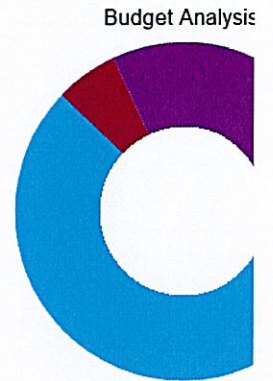
1001-3170-001-443000-075 (General Fund-Cnstbl Pct 4-Administration-Repairs &amp; Maintenance-Vehicles)

Budget Type Detail Account Fiscal Year 2025

|                            |              |
|----------------------------|--------------|
| Original Budget            | \$25,000.00  |
| Budget Amendments - Posted | (\$5,240.00) |
| * Unposted Positive B/A    | \$0.00       |
| * Unposted Negative B/A    | (\$4,100.00) |
| Total Budget               | \$19,760.00  |

|                                 |             |
|---------------------------------|-------------|
| Expenses/Revenues               | \$12,263.63 |
| Encumbrances                    | \$1,186.88  |
| Unposted Transactions (Details) | \$0.00      |
| Transaction Amount              | \$0.00      |
| Available Budget                | \$6,309.49  |

\* = Budget Amendment Excluded



Expenses/Revenues 62%  
Unposted Transactions 0%  
Available Budget 32%

Encur  
Trans

Account Detail Cancel Unposted Activity

New  
2,209.49