



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 : Con. Pct. 4

Date of Request: 07/29/2025

Request Type (check one):

☐

Departmental Budget Amendment

☒

Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2202-3170-001-458000	Administrative Travel	\$1,000.00
2202-3170-001-456205	Training & Education	\$1,200.00
TOTAL		\$2,200.00

o.s. 7/29/25
1

Transfer To:

Account Number	Account Name	Amount
2202-3170-001-455501	Drug Free Campaign	\$2,200.00
TOTAL		\$2,200.00

Justification for Request:

Money will be used to cover cost for drug free campaign.

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: _____

Template

CNTS PCT 4 - Constable Pct 4

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

G/L Account

2202-3170-001-458000 - Adminis

Project

Contract

Save

Save/New Item

Save/New Requisition

Budget Analysis

2202-3170-001-458000 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Administrative Travel)

Budget Type Base Account Fiscal Year 2025

Original Budget

\$0.00

Budget Amendments - Posted

\$2,000.00

* Unposted Positive B/A

\$0.00

* Unposted Negative B/A

\$0.00

Total Budget

\$2,000.00

Expenses/Revenues

\$0.00

Encumbrances

\$0.00

Unposted Transactions (Details)

\$0.00

Transaction Amount

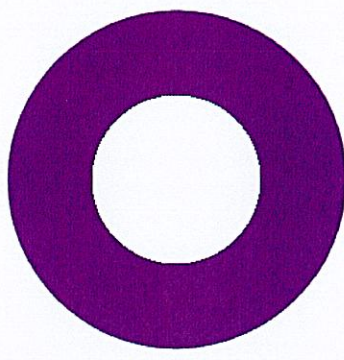
\$0.00

Available Budget

\$2,000.00

* = Budget Amendment Excluded

Budget Analysis



Expenses/Revenues 0%

Encumbrances 0%

Unposted Transactions 0%

Transaction Amount 0%

Available Budget 100%

Account Detail

Cancel

Unposted Activity

Template	CNTS PCT 4 - Constable Pct 4
Department	
Vendor	
Description	
Category	Standard
Form Type	
Item	<New>
Item	
Description	
Quantity	
Unit of Measure	EA - Each
Price per Unit	
G/L Account	2202-3170-001-456205 - Training
Project	
Contract	
Save	Save/New Item
	Save/Requisition

Budget Analysis

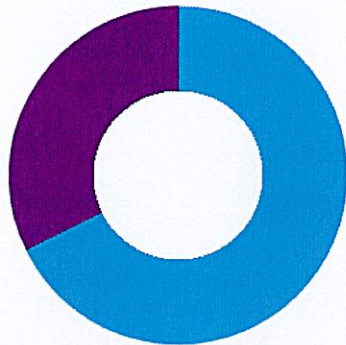
2202-3170-001-456205 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Training & Education)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$0.00
Budget Amendments - Posted	\$6,000.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$6,000.00
Expenses/Revenues	\$4,059.25
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$1,940.75

* = Budget Amendment Excluded

Budget Analysis



Expenses/Revenues 68%
Unposted Transactions 0%
Available Budget 32%
Encumbrances 0%
Transaction Amount 0%

1,200
\$740.00
\$740.00



Template	CNTS PCT 4 - Constable Pct 4
Department	
Vendor	
Description	
Category	Standard
Form Type	
Item	<New>
Item	
Description	
Quantity	
Unit of Measure	EA - Each
Price per Unit	
S/L Account	2202-3170-001-455501 - Drug Free
Project	
Contract	

Save Save/New Item Save/New Requisition

Budget Analysis

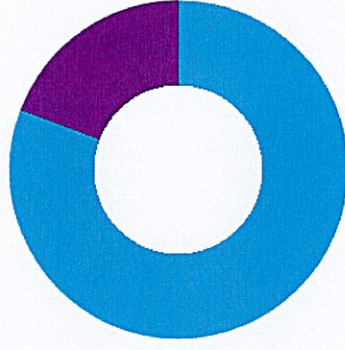
2202-3170-001-455501 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Drug Free Campaign)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$10,000.00
Budget Amendments - Posted	\$12,200.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$22,200.00
Expenses/Revenues	\$17,908.97
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$4,291.03

* = Budget Amendment Excluded

Budget Analysis



Expenses/Revenues 81%
 Unposted Transactions 0%
 Available Budget 19%
 Encumbrances 0%
 Transaction Amount 0%

Account Detail Cancel Unposted Activity

Angelita F. Cruz

From: Angelita F. Cruz
Sent: Thursday, July 31, 2025 9:16 AM
To: Elizabeth M. Perez
Cc: Erik A. Garza
Subject: Fund 2202 / MBA
Attachments: DOC073125.pdf

Good Afternoon Betty,

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

	Acct. Number	Acct. Name	Amount
From:	2202-3170-001-458000	Administrative Travel	\$1,000.00
	2202-3170-001-456205	Training & Education	\$1,200.00
To:	2202-3170-001-455501	Drug Free Campaign	\$1,200.00

This will cover drug free campaign cost.
Please let me know if you have any questions.

Thank you,



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