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 : Community Action Agency **Date of Request:** 12/18/2025

Request Type (check one):

☑ Departmental Budget Amendment ☑ Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2368-5170-521-457008	Contractual	$10,440.00
2368-5170-521-460028	Janitorial Supplies	$125.00
2368-5170-521-460105	Minor Tools & Apparatus	$5,033.31
2368-5170-521-461000	Materials & Supplies	$5,611.63
2368-5170-521-462605	Fuel & Lubricants	$552.47
2368-5170-521-463801-020	Emergency Services- ESHC Food (TOPs HEB gift Cards)	$787.50
2368-5170-521-464010	Dues & Memberships	$1,009.80
	TOTAL	$23,559.71

Transfer To:

Account Number	Account Name	Amount
2368-5170-521-410000	Payroll Cost	$23,559.71
	TOTAL	$23,559.71

Justification for Request:

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: ____________________

Date Entered by Budget Office: ____________________

BA#: ____________________

Agenda Item : ____________________

Initials: ____________________

August 2020

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Transfer From:

Account Number	Account Name	Amount
2368-5170-521-456224	Meetings & Conferences	$1,439.50
2368-5170-521-457008-010	Contractual Skills Training	$3,150.00
2368-5170-521-458000	Administrative Travel	$400.00
2368-5170-521-460000	Office Supplies	$6,118.71
	TOTAL	$11,108.21

Transfer To:

Account Number	Account Name	Amount
2368-5170-521-422000	Fica County Share	$2,973.98
2368-5170-521-423000	Retirement County Share	$4,758.98
2368-5170-521-425000	Unemployment Tax	$146.30
2368-5170-521-426000	Worker Compensation	$16.60
2368-5170-521-443000-075	Repairs & Maintenance Vehicles	$41.94
2368-5170-521-421000	Health Life Insurance	$924.73
2368-5170-521-410000	Payroll Cost	$2,245.68
	TOTAL	$11,108.21

Justification for Request:

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title

G Walls

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: ______________

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☑ Departmental Budget Amendment ☑ Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2368-5170-521-441001	Telephone	$2,821.48
2368-5170-521-443000-020	Repairs & Maintenance Buildings	$2,000.00
2368-5170-521-443000-035	Repairs & Maintenance Equipment	$1,032.00
2368-5170-521-444500	Equipment Rental	$1,500.00
2368-5170-521-454000	Advertising	$400.00
2368-5170-521-456005	Postage & Courier Service	$73.49
2368-5170-521-456205	Training & Education	$800.00
	TOTAL	$8,626.97

Transfer To:

Account Number	Account Name	Amount
2368-5170-521-421000	Health Life Insurance	$8,626.97
	TOTAL	$8,626.97

Justification for Request:

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: ______________________

Agenda Item : ______________

Date Entered by Budget Office: ______________________

Initials: ______________

BA#: ______________________