



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: 12/22/2025

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2362-5150-521-410000	Payroll Cost	\$7,167.80
2362-5150-521-422000	Fica County Share	\$646.82
2362-5150-521-425000	Unemployment Tax	\$173.42
2362-5150-521-426000	Worker Compensation	\$191.09
TOTAL		\$8,179.13

Transfer To:

Account Number	Account Name	Amount
2362-5150-521-421000	Health Life Insurance	\$6,838.31
2362-5150-521-423000	Retirement County Share	\$1,340.82
TOTAL		\$8,179.13

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: _____