

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
ACCOUNT					LINE DESCRIPTION					
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2025 04	12	01/13/2025	BA#28	011-045	BUA BA#28	1 1				
1	01104530	520100		Medical Examiner	SUPPLIES/OTH OPER EXP		118,285.00	-17,497.00	100,788.00	
	011 -045-520100-30-000-						01/13/2025			
2	01104530	520100		Medical Examiner	SUPPLIES/OTH OPER EXP		118,285.00	-50.00	118,235.00	
	011 -045-520100-30-000-						01/13/2025			
3	01104530	570200		Medical Examiner	BUILDING RENTAL		251,952.00	17,497.00	269,449.00	
	011 -045-570200-30-000-						01/13/2025			
4	01104530	550500		Medical Examiner	ASSOCIATION DUES		450.00	50.00	500.00	
	011 -045-550500-30-000-						01/13/2025			
** JOURNAL TOTAL								0.00		
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2025 04	19	01/13/2025	BA#27	011-041	BUA BA#27	1 1				
1	01104130	550300		Constable Precinct 1	TRAVEL AND TRAINING		2,000.00	-162.00	1,838.00	
	011 -041-550300-30-000-				Line/Trans to Non Cap		01/13/2025			
2	01104130	523100		Constable Precinct 1	NON-CAPITAL EQUIPMENT		4,495.00	162.00	4,657.00	
	011 -041-523100-30-000-				Line/Trans from Travel/Train		01/13/2025			
** JOURNAL TOTAL								0.00		
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2025 04	38	01/13/2025	BA#30	019-051	BUA BA#30	1 1				
1	049	424900		TJJD DSA PREVENT/INTERVENTION	TJPC-S GRANT REVENUE		.00	-66,000.00	-66,000.00	
	049 -000-424900-00-000-				TJJD Funding P & I		01/13/2025			
2	04905135	540100		TJJD DDA Preven/Intervention	COMMUNICATIONS - MONTHLY		.00	4,000.00	4,000.00	
	049 -051-540100-35-000-				COMMUNICATIONS - PEP		01/13/2025			
3	04905135	550300		TJJD DDA Preven/Intervention	TRAVEL AND TRAINING		.00	20,000.00	20,000.00	
	049 -051-550300-35-000-				TRAVEL - PEP		01/13/2025			
4	04905135	562200		TJJD DDA Preven/Intervention	CONTRACT SERVICES		.00	42,000.00	42,000.00	
	049 -051-562200-35-000-				CONTRACT SERVICES - PEP		01/13/2025			
** JOURNAL TOTAL								0.00		
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND				
2025 04	39	01/13/2025	BA#31	150-046	BUA BA#31	1 1				

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
ACCOUNT					LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 04	39	01/13/2025	BA#31	150-046	BUA BA#31	1 3			
1	15004630	610000		TAG	BUILDINGS		.00	8,468,805.00	8,468,805.00
	150 -046-610000-30-000-				ADDN'L CONSTRUCTION FUNDS	01/13/2025			
2	150	420100		TAG GRANT	GRANT REVENUE		-12,745,788.00	-8,468,805.00	-21,214,593.00
	150 -000-420100-00-000-				ADDN'L CONSTRUCTION FUNDS	01/13/2025			
** JOURNAL TOTAL								0.00	
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 04	114	01/13/2025	BA#29	033-193	BUA BA#29	1 1			
1	03319380	530500		Precinct 3 Park	BUILDING MAINTENANCE		19,450.00	-750.00	18,700.00
	033 -193-530500-80-000-				Purchase internet service	01/13/2025			
2	03319380	540100		Precinct 3 Park	COMMUNICATIONS - MONTHLY		1,050.00	750.00	1,800.00
	033 -193-540100-80-000-				Purchase internet service	01/13/2025			
** JOURNAL TOTAL								0.00	
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 04	124	01/13/2025	BA#26	011-012	BUA BA#26	1 1			
1	01100710	599501		Non Departmental	CONTINGENCY-PAYROLL		421,015.00	-108,386.00	312,629.00
	011 -007-599501-10-000-				Grant Admin frm 106 to 011-012	01/13/2025			
2	01101215	500600		Auditor	STAFF EMPLOYEES		1,105,883.00	78,750.00	1,184,633.00
	011 -012-500600-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
3	01101215	510100		Auditor	FICA		79,751.00	4,883.00	84,634.00
	011 -012-510100-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
4	01101215	510200		Auditor	MEDICARE		18,651.00	1,141.00	19,792.00
	011 -012-510200-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
5	01101215	510300		Auditor	RETIREMENT		141,809.00	8,749.00	150,558.00
	011 -012-510300-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
6	01101215	510400		Auditor	GROUP HEALTH INSURANCE		164,450.00	14,040.00	178,490.00
	011 -012-510400-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
7	01101215	510500		Auditor	GROUP DENTAL INSURANCE		8,476.00	520.00	8,996.00
	011 -012-510500-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
ACCOUNT					LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2025 04	124	01/13/2025	BA#26	011-012	BUA BA#26	1 1			
8	01101215	510600		Auditor	LIFE INSURANCE		360.00	19.00	379.00
	011 -012-510600-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
9	01101215	510700		Auditor	UNEMPLOYMENT INSURANCE		1,668.00	71.00	1,739.00
	011 -012-510700-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
10	01101215	510900		Auditor	WORKER'S COMPENSATION		3,473.00	213.00	3,686.00
	011 -012-510900-15-000-				Grant Admin frm 106 to 011-012	01/13/2025			
** JOURNAL TOTAL								0.00	

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: RScott

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2025	4	12												
BUA	01104530-520100									SUPPLIES/OTH OPER EXP	5			17,497.00
	01/13/2025 BA#28					BA#28	011-045			T				
BUA	01104530-520100									SUPPLIES/OTH OPER EXP	5			50.00
	01/13/2025 BA#28					BA#28	011-045			T				
BUA	01104530-570200									BUILDING RENTAL	5		17,497.00	
	01/13/2025 BA#28					BA#28	011-045			T				
BUA	01104530-550500									ASSOCIATION DUES	5		50.00	
	01/13/2025 BA#28					BA#28	011-045			T				
										JOURNAL 2025/04/12 TOTAL			.00	.00
2025	4	19												
BUA	01104130-550300									TRAVEL AND TRAINING	5			162.00
	01/13/2025 BA#27					BA#27	011-041			T				
BUA	01104130-523100									NON-CAPITAL EQUIPMENT	5		162.00	
	01/13/2025 BA#27					BA#27	011-041			T				
										JOURNAL 2025/04/19 TOTAL			.00	.00
2025	4	38												
BUA	049-424900									TJPC-S GRANT REVENUE	5			66,000.00
	01/13/2025 BA#30					BA#30	019-051			T				
BUA	04905135-540100									TJJD Funding P & I	5			
	01/13/2025 BA#30					BA#30	019-051			T			4,000.00	
BUA	04905135-550300									COMMUNICATIONS - MONTHLY	5			
	01/13/2025 BA#30					BA#30	019-051			T			20,000.00	
BUA	04905135-562200									TRAVEL AND TRAINING	5			
	01/13/2025 BA#30					BA#30	019-051			T				
BUA	04905135-562200									TRAVEL - PEP	5		42,000.00	
	01/13/2025 BA#30					BA#30	019-051			T				
										CONTRACT SERVICES				
										CONTRACT SERVICES - PEP				
													.00	.00
BUA	049-360301									APPROPRIATIONS				66,000.00
	01/13/2025 BA#30					BA#30	019-051							
BUA	049-360302									BUDGETED REVENUES			66,000.00	
	01/13/2025 BA#30					BA#30	019-051							
										SYSTEM GENERATED ENTRIES TOTAL			66,000.00	66,000.00
										JOURNAL 2025/04/38 TOTAL			66,000.00	66,000.00
2025	4	39												
BUA	15004630-610000									BUILDINGS	5		8,468,805.00	

BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	LINE	DESC	T	OB	DEBIT	CREDIT
2025	4	114	BUA	150-420100	01/13/2025	BA#31	BA#31	150-046							T	ADDN'L CONSTRUCTION FUNDS						
				150-420100	01/13/2025	BA#31	BA#31	150-046							T	GRANT REVENUE			5			8,468,805.00
																					.00	.00
			BUA	150-360301	01/13/2025	BA#31	BA#31	150-046								APPROPRIATIONS						8,468,805.00
			BUA	150-360302	01/13/2025	BA#31	BA#31	150-046								BUDGETED REVENUES				8,468,805.00		
																SYSTEM GENERATED ENTRIES TOTAL				8,468,805.00		8,468,805.00
																JOURNAL 2025/04/39 TOTAL				8,468,805.00		8,468,805.00
2025	4	114	BUA	03319380-530500	01/13/2025	BA#29	BA#29	033-193							T	BUILDING MAINTENANCE			5			750.00
			BUA	03319380-540100	01/13/2025	BA#29	BA#29	033-193							T	Purchase internet service			5		750.00	
																COMMUNICATIONS - MONTHLY						
															T	Purchase internet service					.00	.00
																JOURNAL 2025/04/114 TOTAL						
2025	4	124	BUA	01100710-599501	01/13/2025	BA#26	BA#26	011-012							T	CONTINGENCY-PAYROLL			5			108,386.00
			BUA	01101215-500600	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5		78,750.00	
			BUA	01101215-510100	01/13/2025	BA#26	BA#26	011-012							T	STAFF EMPLOYEES			5			
			BUA	01101215-510200	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5		4,883.00	
			BUA	01101215-510300	01/13/2025	BA#26	BA#26	011-012							T	FICA			5			
			BUA	01101215-510400	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5		1,141.00	
			BUA	01101215-510500	01/13/2025	BA#26	BA#26	011-012							T	MEDICARE			5			
			BUA	01101215-510600	01/13/2025	BA#26	BA#26	011-012							T	RETIREMENT			5		8,749.00	
			BUA	01101215-510700	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5		14,040.00	
			BUA	01101215-510800	01/13/2025	BA#26	BA#26	011-012							T	GROUP HEALTH INSURANCE			5			
			BUA	01101215-510900	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5		520.00	
			BUA	01101215-511000	01/13/2025	BA#26	BA#26	011-012							T	GROUP DENTAL INSURANCE			5		19.00	
			BUA	01101215-511100	01/13/2025	BA#26	BA#26	011-012							T	LIFE INSURANCE			5		71.00	
			BUA	01101215-511200	01/13/2025	BA#26	BA#26	011-012							T	UNEMPLOYMENT INSURANCE			5		213.00	
			BUA	01101215-511300	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5			
			BUA	01101215-511400	01/13/2025	BA#26	BA#26	011-012							T	WORKER'S COMPENSATION			5			
			BUA	01101215-511500	01/13/2025	BA#26	BA#26	011-012							T	Grant Admin frm 106 to 011-012			5			

BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC		
							JOURNAL 2025/04/124		
							TOTAL	.00	.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
049	TJJD DSA PREVENT/INTERVENTION	2025	4	38	01/13/2025			
	049-360301					APPROPRIATIONS		66,000.00
	049-360302					BUDGETED REVENUES	66,000.00	
						FUND TOTAL	66,000.00	66,000.00
150	TAG GRANT	2025	4	39	01/13/2025			
	150-360301					APPROPRIATIONS		8,468,805.00
	150-360302					BUDGETED REVENUES	8,468,805.00	
						FUND TOTAL	8,468,805.00	8,468,805.00

** END OF REPORT - Generated by Scott, Rhonda **

BUDGET ADJUSTMENT AUTHORIZATION

Commissioners' Court Action: Approved Denied Other

The Commissioners' Court of Lubbock County does hereby order the FY 2025 budget adjusted as presented and authorized by Local Government Code §111.010(d).

Passed this 13rd day of January 2025, on a motion by _____

and seconded by _____.

Curtis Parrish, County Judge

LUBBOCK COUNTY
REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Department: 011-012 Auditor

Contact: Kathy Williams

Date: 1/6/2025

It is requested that a Budget Amendment _____ **Line Item Transfer** _____ **XXX**
be approved for the purpose of: Move Grant Administrator frm 106-001 ARPA to 011-012 Auditor

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
01100710-599501	CONTINGENCY-PAYROLL	108,386.00	01101215-500600	STAFF EMPLOYEES	78,750.00
			01101215-510100	FICA	4,883.00
			01101215-510200	MEDICARE	1,141.00
			01101215-510300	RETIREMENT	8,749.00
			01101215-510400	GROUP HEALTH INSURANCE	14,040.00
			01101215-510500	GROUP DENTAL INSURANCE	520.00
			01101215-510600	LIFE INSURANCE	19.00
			01101215-510700	UNEMPLOYMENT INSURANCE	71.00
			01101215-510900	WORKER'S COMPENSATION	213.00
		\$ 108,386.00	\$ 108,386.00		

ESTIMATE FOR PERSONNEL COST FY2025

For a single employee, last name:

Grant Admin

#: **110601001**

DESCRIPTION	DEDUCTION RATE	CALCULATION	
Salary		\$ 78,750.02	
Fica	6.20%	4,882.50	
Medicare	1.45%	1,141.88	
Retirement	11.11%	8,749.13	
Unemployment	0.09%	70.88	
**Worker's Comp	0.0027	212.63	VARIES; SEE RATES BELOW
Health Insurance	on benefits tab	14,040.00	
Dental Insurance	on benefits tab	520.00	
Life Insurance:	on benefits tab	19.24	
TOTAL ESTIMATE OF PERSONNEL COST		\$ 108,386.27	

**Worker's Comp

Please refer to position control to determine your department's Worker's Comp Code.

WORKER'S COMP CODE	WORKER'S COMP DESCRIPTION	WORKER'S COMP RATE	Lubbock County Deductions
237310	HIGHWAY STREETS ROADS	0.0912	7501
519120	LIBRARY ARCHIVES	0.0084	7502
541513	COMPUTER SERVICES	0.0027	7503
561720	JONITORIAL SERVICES	0.0470	7504
624190	FAMILY SERVICES	0.0027	7505
712190	PARKS	0.0634	7506
812930	PARKING LOT GARAGES	0.0549	
813910	BUSINESS ASSOCIATES	0.0027	
921120	LEGISLATIVE BODIES	0.0027	7509
921130	PUBLIC FINANCE	0.0027	7510
921190	OTHER GENERAL GOVERNMENT	0.0027	7511
922110	COURTS	0.0027	7512
922120	POLICE PROTECTION (046)	0.0422	7513
922130	LEGAL PROSECUTION	0.0027	7514

922140	CORRECTIONAL INSTITUTIONS (047)	0.0422	7515
922150	PROBATION	0.0027	7516
923120	ADMIN PUBLIC HEALTH	0.0123	7517
923140	ADMINISTRATION VETERAN	0.0027	7518
926150	MEDIATION SERVICES	0.0027	7519
NUWC	NOT UNDER WORKERS COMP	0.0000	7520

EXEMPT & NON-EXEMPT EMPLOYEES	\$	78,750.02	Salary entered from above
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Personal Leave - 156 hrs. 6 hrs. X 26 pay periods	\$	5,906.25
Personal Leave - 208 hrs. 8 hrs. X 26 pay periods	\$	7,875.00
Holidays - 12 @ 8 hrs. each	\$	3,634.62

LAW ENFORCEMENT (171 HR) EMPLOYEES	\$	78,750.02	Salary entered from above
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Personal Leave - 253.50 hrs. 9.75 hrs. x 26 pay periods	\$	9,597.66
Personal Leave - 305.50 hrs. 11.75 hrs. x 26 pay periods	\$	11,566.41
*Holidays included in Personal Leave accruals		0

LUBBOCK COUNTY
REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: 041 Constable PCT 1

Contact: _____

Date: 12/18/2024

It is requested that a Budget Amendment _____ **Line Item Transfer** XXXX

be approved for the purpose of: Transfer remaining funds from travel / training to Non Capital to purchase Incar Radio
due to Increase in Price form last Quote

Move funds from:			Move funds to:		
Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
01104130-550300	Travel Training	162.00	01104130-523100	Communication	162.00
		\$ <u>162.00</u>			\$ <u>162.00</u>

1. Must be on the County's approved form, found on the N Drive, in Excel format.
2. Must be typed.
3. Use whole dollars, NO cents
4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –“unanticipated expenses, to complete year or complete budget year”-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
6. Line-item transfers/budget amendments must be approved prior to securing a purchase order that will place the expenditure line item into a deficit balance.
7. Budget adjustments-Line item transfers/Amendments will need to be entered in Munis, the LIT form along with any backup documentation must be attached in PDF format to your entry in Munis.

LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: 011/045

Contact: Bambi Trevino

Date: 12/18/2024

It is requested that a Budget Amendment _____ Line Item Transfer _____ XX

be approved for the purpose of: The rent payment for October 2024 was inadvertently missed when processing FY2025 payments due to the wording of the leasing contract, which does not align with the fiscal year cycle. Funds are needed to ensure the lease is fully paid for FY2025. There was also a membership fee increase for the International Association of Coroners' and Medical Examiner's.

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
011-045-520100-30	Supplies/Other Oper Exp	\$17,497	011-045-570200-30	Building Rental	\$17,497
011-045-520100-30	Supplies/Other Oper Exp	\$50.00	011-045-550500-30	Association Dues	\$50.00
		\$ 17,547.00			\$ 17,547.00

LUBBOCK COUNTY
REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Department: Parks, Pct 3

Contact: Cary Shaw

Date: 1/2/2025

It is requested that a Budget Amendment _____ Line Item Transfer xx
be approved for the purpose of: for the purchase of internet services and installation at the New Deal Community Center

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
03319380-530500	Building Maintenance	750.00	03319380-540100	Communications	750.00

\$ 750.00

\$ 750.00

BUDGET AMENDMENT AUTHORIZATION

Commissioners' Court Action: Approved Denied Other

The Commissioners' Court of Lubbock County does hereby authorize an emergency expenditure as an amendment to the original budget and order the FY 2025 budget amended as presented and authorized by Local Government Code §111.010(c).

Passed this 13th day of January 2025, on a motion by _____

and seconded by _____.

Curtis Parrish, County Judge

LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: Juvenile Justice Center

Contact: Vickie Saddler

Date: 12/26/2024

It is requested that a Budget Amendment X Line Item Transfer _____
be approved for the purpose of: accepting TJJD funding from the DSA Grant - Prevention and Intervention.

be approved for the purpose of: accepting TJJD funding from the DSA Grant - Prevention and Intervention.

Move funds from:

Move funds to:

Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
			049-424900	Grant Revenue	66,000.00
			04905135-540100	Communications	4,000.00
			04905135-550300	Travel & Training	20,000.00
			04905135-562200	Contract Services	42,000.00
\$ -			\$ 132,000.00		

1. Must be on the County's approved form, found on the N Drive, in Excel format.
2. Must be typed.
3. Use whole dollars, NO cents
4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –"unanticipated expenses, to complete year or complete budget year"-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
6. Line-item transfers/budget amendments must be approved prior to securing a purchase order that will place the expenditure line item into a deficit balance.
7. Budget adjustments-Line item transfers/Amendments will need to be entered in Munis, the LIT form along with any backup documentation must be attached in PDF format to your entry in Munis.

LUBBOCK COUNTY

REQUEST FOR BUDGET AMENDMENT/LINE ITEM TRANSFER

Fund Name/Dept: TAG-15004630

Contact: Phil Partin

Date: 12/19/2024

It is requested that a Budget Amendment	XX	Line Item Transfer
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be approved for the purpose of: To show additional funds that were granted by the Office of the Governor that were unused in FY24 and will be used in FY25.

Move funds from:

Move funds to:

Move funds from:			Move funds to:		
Fund/Account No.	Account Name	Amount	Fund/Account No.	Account Name	Amount
			15004630-610000	Construction	8,468,805.00
			150-420100	Grant Revenue	8,468,805.00
		\$ -			\$ 16,937,610.00

1. Must be on the County's approved form, found on the N Drive, in Excel format.
2. Must be typed.
3. Use whole dollars, NO cents
4. Include adequate description for the adjustment or it will not be submitted;
 - a. Phrases such as –"unanticipated expenses, to complete year or complete budget year"-do not provide sufficient information and should be avoided.
5. Funding in personnel line items cannot be transferred into operating line items and vice versa without prior consent from Commissioners' Court.
6. Line-item transfers/budget amendments must be approved prior to securing a purchase order that will place the expenditure line item into a deficit balance.
7. Budget adjustments-Line item transfers/Amendments will need to be entered in Munis, the LIT form along with any backup documentation must be attached in PDF format to your entry in Munis.