COUNTY OF GALVESTON
REQUEST FOR BUDGET AMENDMENT/TRANSFER

Department:	District Court Administration	25-81-0217-A
Date Submitted:	2/10/2025	(Assigned by Department of Professional Services)

COMMISSIONER'S COURT ACTION:
Please complete the following form in its entirety and submit to the Budget Office at least eleven (11) days prior to the first regularly scheduled Tuesday Commissioners Court meeting date each month. Emergency amendments will be processed at the earliest available Court meeting date. If information on this form is incomplete, the amendment will be returned to your office for completion. It is suggested that the department requesting the amendment be present on the date of its submittal to the Court for action.

GENERAL EXPLANATION:

Request transfer from General Fund - Budgeted Reserves to District Court Admin - Administrative Supplies to fund the replacement of printer toner.

This budget amendment does not increase the budget for FY 2025

TRANSFER FROM				Auditor Use Only Account Balance Sufficient (Y/N)
Fund	Department	Line Item	Amount	
1101 - General Fund	920180 - Fund Balance Reserves	5930000 - Budgeted Reserves	3,700.00	
TOTAL - Transfer From			3,700.00	

TRANSFER TO				Auditor Use Only Account Balance Sufficient (Y/N)
Fund	Department	Line Item	Amount	
1101 - General Fund	121900 - District Court Administration	5310000 - Administrative Supplies	3,700.00	
TOTAL - Transfer To			3,700.00	

ADDITIONAL COMMENTS:

Sergio Cruz   2/10/2025
Budget Office Authorization   Date

AUDITOR'S REVIEW

This budget amendment has been reviewed for validity of accounts and sufficiency of account balances used for budget transfer.

Reviewed by: *Randall Rice CPA*   Date: 02/11/2025

Auditor's Remarks:

COMMISSIONERS COURT APPROVAL

Date Submitted: _____   Date Approved: 2/17/2025

Ledger: GL

Fiscal Year: 2025   2   February

Budget: OB

Ke	Title	Director
1101920180	Fund Balance Reserves	Dir of Fin/Admin/Budget Office

Object	Description	Budget	Actual	Encumbrance	Balance
5930000	Budgeted Reserves	20,565,425.16	0.00	0.00	20,565,425.16
	Total Revenue	**0.00**	**0.00**	**0.00**	**0.00**
	Total Expense	**20,565,425.16**	**0.00**	**0.00**	**20,565,425.16**
	Net Total (Revenue - Expense)	**(20,565,425.16)**	**0.00**	**0.00**	**20,565,425.16**

Ledger: GL
Fiscal Year: 2025   2   February   **Budget:** OB

Ke	Title	Director
1101920180	Fund Balance Reserves	Dir of Fin/Admin/Budget Office

Object	Description	Budget	Actual	Encumbrance	Balance
	Grand Total Revenue	0.00	0.00	0.00	0.00
	Grand Total Expense	20,565,425.16	0.00	0.00	20,565,425.16
	Grand Totals (Revenue - Expense)	(20,565,425.16)	0.00	0.00	20,565,425.16

FY25 Budget Amendment Request

Row 125

Commissioners' Court Status

Fiscal Year   2025

Budget Amendment Number   25-81-0217-A

Sponsor: Commissioner Precinct 1, Honorable Darrell Apffel

Department: District Court Administration

Agenda Item Caption   Request transfer from General Fund - Budgeted Reserves to District Court Admin - Administrative Supplies to fund the replacement of printer toner.

Amount $3,700.00

Notes

Amount From General Fund Budgeted Reserves $3,700.00

Division Number: 121900

Department Head Name: Brandi Reyes

Department Head Email: brandi.reyes@galvestoncountytx.gov

Submitted By: Lee Clemmer

Contact Extension Number: 5323

Contact Email Address: Lee Clemmer

Associated Forms   Not Applicable

Budget Amendment Justification: Funding to buy and replace printer toner within District Court Admin office

Key Org (From): 1101920180

Object Code From (Line Item): 5930000

Amount (From): $3,700.00

Add an additional Key Org (From):

(2) Key Org (From):

(2) Object Code From (Line Item):

(2) Amount (From):

(3) Add an additional Key Org (From):

(3) Key Org (From):

(3) Object Code (Line Item):

(3) Amount (From):

(4) Add an additional Key Org (From):

(4) Key Org (From):

(4) Object Code (Line Item):

(4) Amount (From):

Key Org (To): 1101121900

Object Code (Line Item): 5310000

Amount (To): $3,700.00

Add an additional Key

Org (To):

(2) Key Org (To):

(2) Object Code To (Line Item):

(2) Amount (To):

(3) Add an additional Key Org (To):

(3) Key Org (To):

(3) Object Code To (Line Item):

(3) Amount (To):

(4) Add an additional Key Org (To):

(4) Key Org (To):

(4) Object Code To (Line Item):

(4) Amount (To):

(5) Key Org (To)

(5) Object Code To (Line Item):

(5) Amount To:

Total (From) $3,700.00

Total (To) $3,700.00