

**COUNTY OF GALVESTON  
REQUEST FOR BUDGET AMENDMENT/TRANSFER**

Department: <b>Professional Services</b>	25-31-1112-H
Date Submitted: <b>11/5/2024</b>	(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 Economic Development - Salary & Various Benefits to fund creation of Administrative Assistant position.*

This budget amendment does not increase the budget for FY 2025

TRANSFER FROM				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item	Amount	
1101 - General Fund	920180 - Fund Balance Reserves	5930000 - Budgeted Reserves	50,042.00	
1207 - Economic Development	652133 - Economic Development	4911101 - Tfm General Fund	50,042.00	
TOTAL - Transfer From			100,084.00	

TRANSFER TO				<i>Auditor Use Only Account Balance Sufficient (Y/N)</i>
Fund	Department	Line Item	Amount	
1101 - General Fund	921010 - Transfers and Reserves	5911207 - TTo Economic Development	50,042.00	
1207 - Economic Development	652133 - Economic Development	(Salary & Various Benefits)	50,042.00	
TOTAL - Transfer To			100,084.00	

**ADDITIONAL COMMENTS:**

  
 Sergio Cruz  
 Budget Office Authorization

11/5/2024  
 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: *Madeline Walker CPA* Date: 11/5/2024  
 Auditor's Remarks:

**COMMISSIONERS COURT APPROVAL**

Date Submitted: \_\_\_\_\_ Date Approved: 11/12/2024

Department Name:	Fund Cost Center:
Economic Development	1207652133

Position Title	PSN	Current Salary	New Salary	Change in Salary	Comment
Administrative Assistant I (G-109)	TBD	-	\$37,729.00	\$37,729.00	Creation
		\$ -	\$ 37,729.00	\$ 37,729.00	

Start Date	11/7/2024
End of Fiscal Year	9/30/2025
Net Work Days	234

Object Code Name	Object Code Account	FY25 Prorated Amounts
Salary	5100000	33,957.00
County Paid Health Ins Premium	5151000	8,586.00
Medicare FICA Payments	5152102	494.00
TCDRS	5153000	4,032.00
Worker's Compensation	5156000	270.00
Alternate Plan	5154000	2,665.00
Unemployment	5155000	38.00
FY 2025 Fiscal Impact		50,042.00

<b>FY 2026 Fiscal Impact</b>
55,599.00

**\*\*Galv Cnty Production\*\***  
**Budget to Actual Figures**

**Run:** 11/04/2024

**Ledger:** GL  
**Fiscal Year:** 2025 11 November

**Budget:** OB

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

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
5930000	Budgeted Reserves	25,040,384.35	0.00	0.00	25,040,384.35
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Expense</b>	<b>25,040,384.35</b>	<b>0.00</b>	<b>0.00</b>	<b>25,040,384.35</b>
	<b>Net Total (Revenue - Expense)</b>	<b>(25,040,384.35)</b>	<b>0.00</b>	<b>0.00</b>	<b>25,040,384.35</b>

**\*\*Galv Cnty Production\*\***  
**Budget to Actual Figures**

**Run:** 11/04/2024

**Ledger:** GL  
**Fiscal Year:** 2025 11 November

**Budget:** OB

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

<b>Object</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
	<b>Grand Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Grand Total Expense</b>	<b>25,040,384.35</b>	<b>0.00</b>	<b>0.00</b>	<b>25,040,384.35</b>
	<b>Grand Totals (Revenue - Expense)</b>	<b>(25,040,384.35)</b>	<b>0.00</b>	<b>0.00</b>	<b>25,040,384.35</b>

# FY25 Budget Amendment Request

Row 47

**Commissioners'  
Court Status**

**Fiscal Year**

**Budget  
Amendment  
Number** 25-31-1112-H

**Sponsor:** County Judge, Honorable Mark Henry

**Department:** Professional Services

**Agenda Item  
Caption** Request transfer from General Fund - Budgeted Reserves to  
Economic Development - Salary & Various Benefits to fund creation  
of Administrative Assistant position.

**Amount** \$50,042.00

**Notes**

**Amount From  
General Fund  
Budgeted  
Reserves** \$50,042.00

**Division  
Number:** 151400

**Department  
Head Name:** Sergio Cruz

**Department  
Head Email:** Sergio Cruz

**Submitted By:** Joselinne Piedras

**Contact  
Extension  
Number:** 2296

**Contact Email  
Address:** Joselinne Piedras

**Associated  
Forms** Not Applicable

**Budget  
Amendment  
Justification:** Creation of Admin Asst. I

**Key Org (From):** 1101920180

**Object Code  
From (Line  
Item):** 5930000

**Amount (From):** \$50,042.00

**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):** 1207652133

**Object Code  
(Line Item):** Salary and Various Benefits

**Amount (To):** \$50,042.00

**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)      \$50,042.00**

**Total (To)         \$50,042.00**