

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

Department: County Tax Assessor Collector 25-24-1112-A  
 Date Submitted: 11/5/2024 (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 within Tax Assessor Collector Admin - Other Contract Services to Software Licensing and Maintenance to fund approved Software Licensing for FY25.

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	151500 - Tax Assessor Collector Admin	5481000 - Other Contract Services	3,640.00	
TOTAL - Transfer From			3,640.00	

TRANSFER TO				Auditor Use Only Account Balance Sufficient (Y/N)
Fund	Department	Line Item	Amount	
1101 - General Fund	151500 - Tax Assessor Collector Admin	5419301 - Software Licensing and Maint	3,640.00	
TOTAL - Transfer To			3,640.00	

**ADDITIONAL COMMENTS:**

  
 Budget Office Authorization Date: 11/5/2024

**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

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

**Run:** 11/04/2024

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

**Budget:** OB

<b>Ke</b>	<b>Title</b>	<b>Director</b>
1101151500	Tax Assessor Collector Admin	Tax Assessor Collector

<b>Object Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Balance</b>
5481000 Other Contract Services	45,500.00	3,640.00	2,988.00	38,872.00
<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>45,500.00</b>	<b>3,640.00</b>	<b>2,988.00</b>	<b>38,872.00</b>
<b>Net Total (Revenue - Expense)</b>	<b>(45,500.00)</b>	<b>(3,640.00)</b>	<b>(2,988.00)</b>	<b>38,872.00</b>

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

**Run:** 11/04/2024

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

**Budget:** OB

<b>Ke</b>	<b>Title</b>	<b>Director</b>
1101151500	Tax Assessor Collector Admin	Tax Assessor Collector

Object Description	Budget	Actual	Encumbrance	Balance
Grand Total Revenue	0.00	0.00	0.00	0.00
Grand Total Expense	45,500.00	3,640.00	2,988.00	38,872.00
Grand Totals (Revenue - Expense)	(45,500.00)	(3,640.00)	(2,988.00)	38,872.00

# FY25 Budget Amendment Request

Row 40

## Commissioners' Court Status

**Fiscal Year** 2025

**Budget  
Amendment  
Number** 25-24-1112-A

**Sponsor:** Commissioner Precinct 2, Honorable Joe Giusti

**Department:** Galveston County Tax Office

**Agenda Item  
Caption** Request transfer from within Tax Assessor Collector Admin - Other  
Contract Services to Software Licensing and Maintenance to fund  
approved Software Licensing for FY25.

**Amount** \$3,640.00

## Notes

## Amount From General Fund Budgeted Reserves

**Division  
Number:** 151500

**Department  
Head Name:** Cheryl E Johnson

**Department  
Head Email:** Cheryl.e.johnson@co.galveston.tx.us

**Submitted By:** Kathleen Moreno

**Contact  
Extension  
Number:** 2474

**Contact Email  
Address:** kathleen.moreno@co.galveston.tx.us

**Associated  
Forms** CAR (Contract Approval Request)

**Budget  
Amendment  
Justification:** need to add object code 5419301 and transfer money from 5481000

**Key Org (From):** 1,101,151,500.00

**Object Code  
From (Line  
Item):** 5481000

**Amount (From):** \$3,640.00

**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):** 1,101,151,500.00

**Object Code  
(Line Item):** 5419301

**Amount (To):** \$3,640.00

**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)      \$3,640.00**

**Total (To)         \$3,640.00**