

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

Department:	Auditor's Office	24-190-0721-A
Date Submitted:	07/14/2025	(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 County Records Management and Preservation Fund Budgeted Reserves to County Clerk Records Management and Preservation Fund and District Clerk Records Management and Preservation Fund Budgeted Reserves per SB1612.

This budget amendment does not increase the budget for FY 2024

TRANSFER FROM				Auditor Use Only Account Balance Sufficient (Y/N)
Fund	Department	Line Item	Amount	
2101 - County Records Management and Preservation Fund	920180 - Fund Balance Reserves	5930000 - Budgeted Reserves	162,960.42	
2102 - County Clerk Records Management and Preservation Fund	000000-General Revenues	4912101 - Transfer from County Records Management and Preservation Fund	33,782.37	
2110 - District Clerk Records Management and Preservation Fund	000000-General Revenues	4912101 - Transfer from County Records Management and Preservation Fund	129,178.05	
TOTAL - Transfer From			\$ 162,960.42	
TRANSFER TO				Auditor Use Only Account Balance Sufficient (Y/N)
Fund	Department	Line Item	Amount	
2101 - County Records Management and Preservation Fund	921010 - Transfers and Reserves	5912102 - Transfer to County Clerk Records Management and Preservation Fund	33,782.37	
2102 - County Clerk Records Management and Preservation Fund	920180 - Fund Balance Reserves	5930000 - Budgeted Reserves	33,782.37	
2101 - County Records Management and Preservation Fund	921010 - Transfers and Reserves	5912110 - Transfer to District Clerk Records Management and Preservation Fund	129,178.05	
2110 - District Clerk Records Management and Preservation Fund	920180 - Fund Balance Reserves	5930000 - Budgeted Reserves	129,178.05	
TOTAL - Transfer To			\$ 162,960.42	

ADDITIONAL COMMENTS:

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: Lauren Swift

Auditor's Remarks: Budget Amendment will be created in workday pending creation of new revenue/spend categories

Sergio Cruz 07/14/2025

COMMISSIONERS COURT APPROVAL

Date Submitted: _____

Date Approved: _____

SORT ORDER: Object within Fnd C Ct

SELECT Fund: 2101 ; Object Code: 4412111, 4414558

Lg Fnd C Ct Title	Director	St Tr FCAT	Fund Typ Fund	Function Sub Func	DEPART	DIVISION	DIRECTO
GL 2101116020	County Records Mana	Director of Faciliti A	BG 1	2	2101	10	110 1160 116020 1701
Object	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance	
4412111 Probate Civil Filing Fee			Prior to 01/01/24			3,750.00	
	01/31/24	JE00060156	1/2024 Probate LCCFF	0.00	1,285.00	5,035.00	
	02/29/24	JE00060522	2/2024 Probate LCCFF	0.00	1,425.00	6,460.00	
	03/31/24	JE00060525	3/24 Probate LCCFF	0.00	1,150.00	7,610.00	
	04/30/24	JE00060528	4/24 Probate LCCFF	0.00	1,690.00	9,300.00	
	05/31/24	JE00060531	5/2024 Probate LCCFF	0.00	1,610.00	10,910.00	
	06/30/24	JE00060534	6/2024 Probate LCCFF	0.00	1,260.00	12,170.00	
	09/01/24	JE00061732	7/2024 Probate LCCFF	0.00	1,105.00	13,275.00	
	09/01/24	JE00061734	8/2024 Probate LCCFF	0.00	1,245.00	14,520.00	
	09/30/24	JE00061747	9/2024 Probate LCCFF	0.00	1,315.00	15,835.00	
	CR		* Object Total *	0.00*	12,085.00*	15,835.00*	
4414558 CC Civil Filing Fee			Prior to 01/01/24			7,646.29	
	01/31/24	JE00060155	1/2024 CC LCCFF	0.00	2,700.00	10,346.29	
	02/29/24	JE00060521	2/2024 CC LCCFF	0.00	3,558.09	13,904.38	
	03/31/24	JE00060524	3/2024 CC LCCFF	0.00	2,106.15	16,010.53	
	04/30/24	JE00060527	4/24 CC LCCFF	0.00	2,450.00	18,460.53	
	05/31/24	JE00060530	5/2024 CC LCCFF	0.00	2,050.00	20,510.53	
	06/30/24	JE00060533	6/2024 CC LCCFF	0.00	1,992.88	22,503.41	
	09/01/24	JE00061731	7/2024 CC LCCFF	0.00	2,210.00	24,713.41	
	09/01/24	JE00061733	8/2024 CC LCCFF	0.00	2,260.00	26,973.41	
	09/30/24	JE00061746	9/2024 CC LCCFF	0.00	2,370.25	29,343.66	
	CR		* Object Total *	0.00*	21,697.37*	29,343.66*	
	DR-CR		** Fnd C Ct Total **	0.00*	33,782.37*	-45,178.66*	

Total of \$33,782.37 to be transferred from Fund 2101 (County Records Management and Preservation Fund) to Fund 2102 (County Clerk Records Management and Preservation Fund) per SB 1612, effective 1/1/2024.

SORT ORDER: Object within Fnd C Ct

SELECT Fund: 2101 ; Object Code: 4413558

Lg Fnd C Ct Title	Director	St Tr FCAT	Fund Typ Fund	Function Sub Func	DEPART	DIVISION DIRECTO
GL 2101116020 County Records Mana	Director of Faciliti	A BG 1	2	2101	10	110 1160 116020 1701

Object	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
4413558 DC Civil Filing Fee			Prior to 01/01/24			34,639.58
	01/31/24	JE00060034	Rec 01/24 DC LCCFF Breakdown	0.00	9,837.43	44,477.01
	01/31/24	JE00060034	Rec 01/24 DC LCCFF Breakdown	0.00	2,197.10	46,674.11
	02/29/24	JE00060035	Rec 02/24 DC LCCFF Breakdown	0.00	10,550.88	57,224.99
	02/29/24	JE00060035	Rec 02/24 DC LCCFF Breakdown	0.00	2,385.20	59,610.19
	03/31/24	JE00060036	Rec 03/24 DC LCCFF Breakdown	0.00	10,262.79	69,872.98
	03/31/24	JE00060036	Rec 03/24 DC LCCFF Breakdown	0.00	2,693.20	72,566.18
	04/30/24	JE00060811	Rec 04/24 DC LCCFF Breakdown	0.00	13,170.00	85,736.18
	04/30/24	JE00060811	Rec 04/24 DC LCCFF Breakdown	0.00	1,700.00	87,436.18
	05/31/24	JE00060853	Rec 05/24 DC LCCFF Breakdown	0.00	14,278.10	101,714.28
	05/31/24	JE00060853	Rec 05/24 DC LCCFF Breakdown	0.00	3,859.79	105,574.07
	06/30/24	JE00060982	Rec 06/24 DC LCCFF Breakdown	0.00	10,061.99	115,636.06
	06/30/24	JE00060982	Rec 06/24 DC LCCFF Breakdown	0.00	2,820.40	118,456.46
	07/31/24	JE00061202	Rec 07/24 DC LCCFF Breakdown	0.00	10,601.99	129,058.45
	07/31/24	JE00061202	Rec 07/24 DC LCCFF Breakdown	0.00	2,952.00	132,010.45
	08/31/24	JE00061379	Rec 08/24 DC LCCFF Breakdown	0.00	12,360.59	144,371.04
	08/31/24	JE00061379	Rec 08/24 DC LCCFF Breakdown	0.00	3,094.80	147,465.84
	09/30/24	JE00061754	Rec 09/24 DC LCCFF Breakdown	0.00	13,673.39	161,139.23
	09/30/24	JE00061754	Rec 09/24 DC LCCFF Breakdown	0.00	2,678.40	163,817.63
	CR		* Object Total *	0.00*	129,178.05*	163,817.63*
	DR-CR		** Fnd C Ct Total **	0.00*	129,178.05*	-163,817.63*

Total of \$129,178.05 to be transferred from Fund 2101 (County Records Management and Preservation Fund) to Fund 2110 (District Clerk Records Management and Preservation Fund) per SB 1612, effective 1/1/2024.