

Budget Amendment Request Form

For Budget Office Use Only	
___ Court	___ Non-Court
FY ___	Seq. No. ___
Approved by: ___	Date: ___

Date of Request: September 8, 2015

From: Homeland Security/Kelley Stone/ext. 5536
(Department Name / Contact Name / Phone)

Budget Account to Receive Budget Amendment: ___ New Existing

Project Code to Receive Amendment: ___ New ___ Existing

TO Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-5801-644.49-10</u>	<u>Education & Conference</u>		<u>\$893.00</u>
TO Total:			\$893.00

FROM Account Information:

Line Item Number	Line Item Description	Project Code	Amount
<u>001-5801-644.55-10</u>	<u>Dues & Subscription</u>		<u>\$801.00</u>
<u>001-1001-411.81-03</u>	<u>TIF Zone Participation</u>		<u>\$92.00</u>
FROM Total:			\$893.00

Purpose for Request:

The Homeland Security Budget Line Item Education & Conference went over budget for the FY 2015 Budget Year. The shortage was due to a higher than expected need for training. We had an unexpected last minute meeting in Austin for the Texas Fusion Policy Council and another unexpected meeting in Corpus Christi for the Intelligence Analyst. As of August 10th there was a balance of \$1,414 and the office administrator did not realize that all P-Card transactions had not gone through the payment process.

Kelley Stone

Elected Official / Department Head