

Lawana Downs

From: Monika Arris
Sent: Tuesday, January 31, 2017 4:49 PM
To: James Skinner; Randy K. Clark
Cc: Marie Chacon
Subject: Supplemental Training Pay

Sheriff Skinner,

As of this current pay period you have expenditures for supplemental training pay in departments with no supplemental training pay budget. An agenda item will need to be created to move funding to cover these expenses. Your balances are as follows:

SO Admin (5001) – Budget \$9,700 / Actuals \$5,450
Jail (5030) – Budget \$5,400 / Actuals \$3,800
Minimum (5050) – Budget **\$0 / Actuals \$500**
Inmate Transfer (5070) – Budget **\$0 / Actuals \$200**

The agenda item needs to be a budget amendment to move funding to the appropriate expenditure line item for supplemental training.

TO:	001-5050-641.40-14	Minimum Security	OTHER WAGES	\$500.00
FROM:	001-5030-641.40-14	Jail Ops	OTHER WAGES	(\$500.00)
TO:	001-5070-641.40-14	Inmate Transfer	OTHER WAGES	\$200.00
FROM:	001-5030-641.40-14	Jail Ops	OTHER WAGES	(\$200.00)

This will leave you with the below amounts for the remainder of the fiscal year.

SO Admin (5001) – Available Budget \$4,250
Jail (5030) – Available Budget \$900

HR is instructed to stop supplemental payments once the budget is exhausted. Another budget amendment would have to be approved by Commissioners Court before payments can resume for FY 2017.

Please let me know if you have any questions. I'll be glad to assist in any way I can.

Regards,

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