

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF FORT BEND COUNTY
FOR THE YEAR 2023

On this the _____ day of _____, 2022/2023, the Commissioners' Court, with the following members being present:

KP George	-	County Judge
Vincent Morales	-	Commissioner Precinct #1
Grady Prestage	-	Commissioner Precinct #2
Andy Meyers	-	Commissioner Precinct #3
Dexter L. McCoy	-	Commissioner Precinct #4

The following proceedings were had, to-writ,

THAT WHEREAS, theretofore, on September 13, 2022, the Court heard and approved the budget for the year 2023 for Fort Bend County; and
WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund.
The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Environmental Health Department Accounting Unit: 100638100

TRANSFER TO:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Fees	100638100-63000	\$ 7,121
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL TRANSFERRED TO:		\$ 7,121

TRANSFER FROM:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Salaries	100638100-61000	\$ 7,121
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL TRANSFERRED FROM:		\$ 7,121

EXPLANATION: These funds are being transferred to fund the Agreement for Temporary Staffing with A-1 Personnel
The funds are a necessary need for assistance in the department due to vacant positions and the overload of work required by
Environmental Health to meet and maintain deadlines established.

Department Head:  Date: 31-Jan-23

*** USE WHOLE DOLLAR AMOUNTS ONLY ***

THE COUNTY OF FORT BEND

BY: _____
KP George, County Judge

<input type="checkbox"/>	GL Transfer
<input type="checkbox"/>	AC Transfer

Boyer, Kandace

From: Schaffer, Michael
Sent: Tuesday, January 31, 2023 11:26 AM
To: Boyer, Kandace
Subject: FW: Money Transfer from Salaries to Fees for Contract Labor {Already in Place}

Let's proceed to transfer based on the recommendation below.

-Michael

From: Bethancourt, Hopie <Hopie.Bethancourt@fortbendcountytexas.gov>
Sent: Tuesday, January 10, 2023 4:53 PM
To: Boyer, Kandace <Kandace.Boyer@fortbendcountytexas.gov>; Gubbels, Pamela <Pamela.Gubbels@fortbendcountytexas.gov>
Cc: Schaffer, Michael <Michael.Schaffer@fortbendcountytexas.gov>
Subject: RE: Money Transfer from Salaries to Fees for Contract Labor {Already in Place}

Good afternoon Kandace,

Thank you for patiently waiting for our response. I have completed the audit/ projections of your department's salaries. Here is a summary of my findings:

- 1) The combined amount needed for Kendryn and Marilyn = **\$7,121.60**
 - a. \$6,728.00 is needed to pay Kendryn \$43.92/ hour, 29 hours per week from 12/24/22 – 2/17/23 (four pay-periods)
 - b. \$393.60 is needed to pay Marilyn \$43.92/ hour, 2 hours per week from 12/24/22 – 9/30/23 (20 pay-periods remaining)

Based on our findings through the audit, at this time, this is the amount we can recommend to be transferred out of Salaries #61000 into Fees #63000 for the A-1 Personnel contract: **\$7,121.60**
Please let me know if you have additional questions.

Thank you so much.

From: Boyer, Kandace <Kandace.Boyer@fortbendcountytexas.gov>
Sent: Monday, January 9, 2023 1:42 PM
To: Bethancourt, Hopie <Hopie.Bethancourt@fortbendcountytexas.gov>; Gubbels, Pamela <Pamela.Gubbels@fortbendcountytexas.gov>
Subject: Money Transfer from Salaries to Fees for Contract Labor {Already in Place}

Good Afternoon Hopie and Pamela,

We currently have \$886.41 left on our open PO from the last transfer we did.

Michael would like to transfer what we have available in Salaries to Fees from the open position of Chief Sanitarian to cover the two Contract Employees we currently have working for us.

Michael has selected a candidate for the Chief Sanitarian position...however the start date is March 6, 2023. At that time, we will no longer need funds for Contract Labor as we will be fully staffed.

Please advise how we can proceed to have the funds transferred?

Happy New Year and Have a great day!

KB ☺



Kandace Boyer

*Senior Administrative Coordinator
Fort Bend County Environmental
Health Department*

Fort Bend County Health & Human Services

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