



## Boyer, Kandace

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**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

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**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.

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**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***

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Fort Bend County Environmental  
Health Department*

*Fort Bend County Health & Human Services*

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