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

On this the TM day of T	ebruary	2022/2023 , the Commissione	ers' Court, with the following	ng members being present:
	KP George Vincent Morales Grady Prestage Andy Meyers Dexter L. McCoy	 County Judge Commissioner Pre Commissioner Pre Commissioner Pre Commissioner Pre 	cinct #1 cinct #2 cinct #3	
The following proceedings were	had, to-writ,			
THAT WHEREAS, theretofore	, on September 13, 2022	2, the Court heard and approved	the budget for the year 20	23 for Fort Bend County; and
WHEREAS, on proper applicat The transfer does not increase t		s' Court has transferred an exist	ing budget surplus to a buc	lget of a similar kind and fund.
The following transfers to said	budget are hereby autho	orized:		
Department Name:	Environmental	Health Department	Accounting Unit:	100638100
TRANSFER TO:				
ACCOUNT NAME Fees		ACCOUNT NUMBER 100638100-63000		AMOUNT 7,121
		TOTAL TRANSFERRED	TO: S	7,121
TRANSFER FROM:				
ACCOUNT NAME Salaries		ACCOUNT NUMBER 100638100-61000		AMOUNT 7,121
		TOTAL TRANSFERRED FR		7,121
Environmental Health to meet	These funds are being for assistance in the dep	transferred to fund the Agreement	ent for Temporary Staffing s and the overload of work	with A-1 Personnel required by
Department Head:		WHOLE DOLLAR AMOUN		31-Jan-23
BY: KP George, Cou	6	Cllecer		GL Transfer 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@fortbendcountytx.gov>

Sent: Tuesday, January 10, 2023 4:53 PM

To: Boyer, Kandace < Kandace. Boyer@fortbendcountytx.gov>; Gubbels, Pamela

<Pamela.Gubbels@fortbendcountytx.gov>

Cc: Schaffer, Michael < Michael. Schaffer@fortbendcountytx.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 payperiods 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@fortbendcountytx.gov >

Sent: Monday, January 9, 2023 1:42 PM

To: Bethancourt, Hopie < Hopie. Bethancourt@fortbendcountytx.gov >; Gubbels, Pamela

<Pamela.Gubbels@fortbendcountytx.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 🚱



www.fbchhs.org

Kandace Boyer
Senior Administrative Coordinator Fort Bend County Environmental Health Department
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