

AGENDA ITEM 13

Consider approving a line item transfer for District Attorney:

From: 0100-0440-004936	Appellate Briefs	500.00
To: 0100-0440-003006	Office Equipment	500.00

Moved: Commissioner Heiligenstein

Seconded: Commissioner Boatright

Motion: To approve a line item transfer for District Attorney:

From: 0100-0440-004936	Appellate Briefs	500.00
To: 0100-0440-003006	Office Equipment	500.00

Vote: 5 - 0

<Attachment>

ORDER APPROVING A LINE ITEM TRANSFER FOR

0100	0440 District Attorney	 Sandi Andrews
FUND	DEPARTMENT	SIGNATURE

WHEREAS, The Williamson County Commissioners Court has carefully studied the public necessity of transferring funds from one line item to another within the above mentioned department's budget; and

WHEREAS, The Williamson County Commissioners Court, due to unforeseeable circumstances, did not appropriate sufficient funds in the proper line items when adopting the current county budget; and

WHEREAS, On the 25 day of March, 2003, a motion made by Commissioner Heiligenstein and duly seconded by Commissioner Boatright the motion carried by a vote of 5 votes for, 0 votes against.

THEREFORE, BE IT ORDERED THAT THE 2003 FISCAL YEAR WILLIAMSON COUNTY BUDGET BE AMENDED AND THE FOLLOWING AMOUNT(S) BE TRANSFERRED FROM THE FOLLOWING LINE ITEMS INTO THE NEEDED LINE ITEMS:

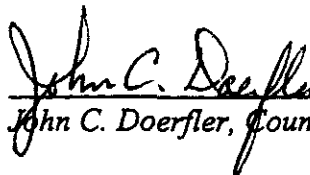
FUNDS TO BE REMOVED FROM THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
004936	Appellate Briefs	\$1,500.00 500.00

FUNDS TO BE INCREASED IN THE FOLLOWING LINE ITEMS:

LINE ITEM #	DESCRIPTION	AMOUNT
003006	Office Equipment	\$1,500.00 500.00

WHEREUPON, A motion made and seconded, the Williamson County Commissioners Court did authorize the County Judge to sign this Order, the County Clerk was instructed to file a copy of this Order with the existing budget, and to forward a copy of this Order to the County Auditor.

 3-25-03
John C. Doerfler, County Judge

ATTEST:


Nancy E. Rister, County Clerk

Wendy Coco

From: Sandi Andrews
Sent: Thursday, March 13, 2003 2:19 PM
To: Wendy Coco
Subject: District Attorney's Line Item #3006 Office Equipment

As you requested I am providing an explanation for our line item request of \$1500 to the above line item.

Our original budgeted amount for this line item was \$1,000.00. At the time we requested that amount I was not aware of any office equipment that was to be purchased. However as the year progressed, the staff realized the need for a shredder due to the large volume of confidential paperwork that is produced in our office (\$619.51). A telephone was also need for a new staff member to our office (\$95.00). Recently the prosecutors requested a rolling cart to put their lap top computer and projector on for use in the courtroom during trials (\$262.75). This left a total \$88.74 in our 3006 line item. The intake staff now needs a rolling file cart to move the large volume of new cases that they are processing for the intake prosecutors. They are currently putting the files in cardboard boxes. Lifting these heavy boxes is a safety issue for staff members. The rolling file cart will cost approximately \$176.00. I requested additional funds to cover any other items that might be needed before the end of the budget year.

I hope this explanation will be helpful. If you need any other information please do not hesitate to call me. Thanks.

Sandi Andrews
Office Administrator
Williamson County District Attorney's Office
(512) 943-1234; fax (512) 943-1255

*500⁰⁰ only
O.K for agenda*

*Thanks
JD*

3/13/2003
