

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

AGENDA ITEM 14**Consider approving a line item transfer for Commissioner Pct. #4:**

From: 0100-0214-003100	Office Supplies	50.00
To: 0100-0214-004350	Printing	50.00

Moved: **Commissioner Heiligenstein**Seconded: **Commissioner Boatright**

Motion: To approve a line item transfer for Commissioner Pct. #4 with the correction of the line numbers to be 0200-0214-003100 and 0200-0214-004350.

From: 0200-0214-003100	Office Supplies	50.00
To: 0200-0214-004350	Printing	50.00

Vote: **5 - 0**

<Attachment>

ORDER APPROVING A LINE ITEM TRANSFER FOR

0200-0214
FUND

County Commissioner Pct #4
DEPARTMENT

Frankie L. Limer
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 departments 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
0200-0214-003100	Office Supplies	50.00

FUNDS TO BE INCREASED IN THE FOLLOWING LINE ITEMS:

LINE ITEM#	DESCRIPTION	AMOUNT
0200-0214-004350	Printing	50.00

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.

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

ATTEST:

Nancy E. Rister
Nancy Rister, County Clerk