

From: Dana Cleere
To: Tonya Hummel
Cc: Kaysie Stewart; Katherine Trimmer; Cathy Sbrusch; Phyllis Strong; Dana Cleere
Subject: 2025.5.27 - Water Lab - Line Item Transfer
Date: Wednesday, May 7, 2025 3:24:21 PM
Attachments: image002.png
image003.png
image004.png

We plan to include the following budget amendment on the May 27, 2025 Commissioners' Court agenda.

FY 2025: Line Item Transfers

Transfer needed for hurricane preparation supplies.

Health 520000 (Operating) 10000 45000 (\$2,575)
Water Lab 520000 (Operating) 10000 45300 \$2,575

I posted the following budget journal entry.

Delete	Line	Ledger	Budget Period	Account	Fund	Dept	PC Bus Unit	Project	Activity	Amount
N	1	C3_PC_BD	2025	554200	10000	45000				-2,575.00
N	2	C3_PC_BD	2025	521400	10000	45300				2,575.00

Budget Header

Budget Lines

Budget Errors

UnitBRAZO

Journal ID0000164802

Date05/27/2025

Ledger GroupC3_PC

Control ChartFieldFund Code

Budget Header StatusNone

Budget Entry TypeAdjustment

Fiscal Year2025

CurrencyUSD

Rate TypeCRRNT

Exchange Rate1.00000000

Cur Effdt05/27/2025

Budget TypeExpense

Parent Budget Options

☒ Generate Parent Budget(s)

☒ Use Default Entry Event

Parent Budget Entry TypeAdjustment

Attachments (0)

Long Description

2025.5.27 - Water Lab - Line Item Transfer

Thanks,
Dana Cleere
Auditor's Office
Brazoria County
979-864-1881

From: Cathy Sbrusch <CathyS@brazoriacountytx.gov>
Sent: Tuesday, May 6, 2025 4:03 PM
To: Dana Cleere <danac@brazoriacountytx.gov>; Phyllis Strong <phylliss@brazoriacountytx.gov>
Cc: Katherine Trimmer <KatherineT@brazoriacountytx.gov>
Subject: Department budget transfer for Water Lab Hurricane Season Supply Order: REQ 2504602
Importance: High

Dana,

Can you please transfer \$2,575.00 from HEALTH (Equipment Rental: acct: 554200-10000-45000) to WATER LAB (Laboratory/Medical Supplies: acct: 521400-10000-45300)?

Due to unexpected expenses this year (including the purchase of 2 new incubators), the Water Lab is in need of additional funds to complete the purchase of supplies necessary to prepare for hurricane season.

Thank you,

Cathy Sbrusch, RN, BSN, CIC
Director of Public Health Services
Brazoria County Health Department
Phone: 979-864-1484
Fax: 979-864-3955

cathys@brazoriacountytx.gov

From: Dana Cleere <danac@brazoriacountytx.gov>
Sent: Tuesday, May 6, 2025 1:18 PM
To: Katherine Trimmer <KatherineT@brazoriacountytx.gov>
Subject: RE: REQ 2504602

Hi Katherine,

You're getting an error on this Req because there is only \$938.35 left in the operating category of the budget. You can review your open Reqs and POs to see if there are some that can be closed and that will free up money. Also, I noticed that \$35,000 in Lab/Medical Supplies have already been purchased this year. Do you know why so much has been spent in this account already?

Account	Account Description	Original Budget	Adjustments	Total Budget	Requisitions	Purchase Orders	Expenses	Remaining	% Used
502500	Unemployment	198.00	0.00	198.00	0.00	0.00	(99.50)	98.50	50.3%
502600	401-h Retiree Health Insurance	3,808.00	0.00	3,808.00	0.00	0.00	(1,895.33)	1,912.67	49.8%
Salaries & Benefits		232,751.00	0.00	232,751.00	0.00	(71,716.68)	(112,697.10)	48,337.22	79.2%
521100	Office Supplies	900.00	0.00	900.00	0.00	(876.84)	(1,796.02)	(1,772.86)	297.0%
521150	Printing	200.00	0.00	200.00	0.00	0.00	(20.75)	179.25	10.4%
521200	Books, Supplements	600.00	0.00	600.00	0.00	0.00	0.00	600.00	0.0%
521400	Laboratory, Medical Supplies	45,000.00	0.00	45,000.00	(2,561.78)	(3,569.24)	(35,361.91)	3,507.07	92.2%
526000	Clothing	400.00	0.00	400.00	0.00	0.00	0.00	400.00	0.0%
542000	Repairs, Maintenance	1,550.00	0.00	1,550.00	0.00	(771.00)	(3,817.91)	(3,038.91)	296.1%
554250	Copier Costs	1,200.00	42.71	1,242.71	0.00	(73.00)	(1,028.45)	141.26	88.6%
561100	Travel	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.0%
571200	Training and Conferences	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.0%
571300	Professional Services	2,500.00	0.00	2,500.00	0.00	(272.19)	(2,277.91)	(50.10)	102.0%
571400	Dues, License	850.00	0.00	850.00	0.00	0.00	(755.00)	95.00	88.8%
571700	Janitorial Services	0.00	0.00	0.00	0.00	0.00	(372.36)	(372.36)	0.0%
572200	Subscriptions	250.00	0.00	250.00	0.00	0.00	0.00	250.00	0.0%
Operating Expenditures		54,450.00	42.71	54,492.71	(2,561.78)	(5,562.27)	(45,430.31)	938.35	98.3%
Total Department: 45300		287,201.00	42.71	287,243.71	(2,561.78)	(77,278.95)	(158,127.41)	49,275.57	82.8%

Thanks,
Dana Cleere
Auditor's Office
Brazoria County
979-864-1881

From: Haley Leeper <HaleyL2@brazoriacountytx.gov>
Sent: Tuesday, May 6, 2025 10:57 AM
To: Dana Cleere <danac@brazoriacountytx.gov>
Cc: Katherine Trimmer <KatherineT@brazoriacountytx.gov>
Subject: REQ 2504602

Hi, Dana,

Can you check the above req for Katherine? It's showing exceeds budget, but she ran and budget to actual and there should be enough. Fund 10000 for Water lab 45300

Thank you!!

Haley C. Leeper
Grant Accountant
Brazoria County Auditor's Office
E: haleyL2@brazoriacountytx.gov
P: 979.864.1876



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