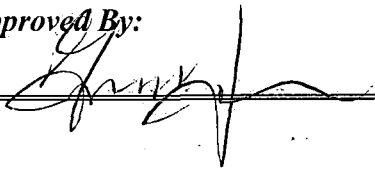




POLICY AND PROCEDURE

Subject: Budget Transfers	Index: Finance Number: (supersedes 201-10-2) 201-10-5
Effective Date: October 31, 2011	Prepared By: Finance & Administrative Services
Supersedes: February 1, 2006 (Policy # 201-10-2)	Approved By: 

1.0 PURPOSE:

To provide guidelines and procedures for Budget Transfers.

2.0 ORGANIZATIONS AFFECTED:

All departments and divisions.

3.0 REFERENCES:

City Budget

4.0 POLICY:

- 4.1 All Budget Transfers must be reviewed and approved by the City Manager.
- 4.2 The City Manager may approve, without Council Action, budget transfers within the same department and that do not increase the total budget amount approved by City Council.
 - 4.2.1 The City Manager has the discretion to approve budgetary transfers between departments and programs within the same fund.
 - 4.2.2 Monies allocated for salaries and benefits may not be transferred for other purposes without written City Manager approval.
 - 4.2.3 Budgeted transfers can also be made from these expense categories to the full-time and regular part-time personnel categories in order to fund authorized positions.
- 4.3 All budget transfers that must be approved by the City Council are those that shift money (or budget) from one fund to another fund, modify the approved service levels or work plans that create new programs.

4.3.1 All budget transfers from one fund to another fund must be approved by the City Council.

4.4 Line item budgets may be exceeded provided that the total division budget does not exceed the allocated budget. For this reason, budget transfers between line items are not required if the total department/division budget is underbudget.

5.0 DEFINITIONS:

5.1 **Budget transfers** are used for inter-department corrections or changes to the operating budget and inter-department operating transfers. An example, would consist of a vacant position that results in budget savings, but some outside services are now needed to supplement staff.

6.0 PROCEDURE:

6.1 If a **budget transfer** is required, the department initiating the request must first complete a memo to the City Manager, this memo is reviewed by Finance for appropriateness before the City Manager's final review and approval.

6.1.1 The memo template is available on the Word-Templates and listed as "Budget Transfer Memo".

6.2 If the City Manager approves the request and Council approval is not required, based on the budget policy listed previously, then the department will be notified of the approval and the Finance Division will process the request.