

BUDGET AMENDMENT POLICY

1.0 Purpose

To provide a process for making changes in the County Adopted Budget in accordance with G.S 159-15.

2.0 Scope

This policy applies to all departments having funds appropriated in the annual budget ordinance or a Capital Improvement Project (CIP) budget ordinance.

3.0 Monitoring Budgets

3.1 Departments are responsible for monitoring their budgets and determining if a budget amendment is necessary.

3.2 The Finance Department manages the budget amendment process, monitors expenses and revenues, adjusts budgets as needed, and prepares reports for the County Manager as required during the fiscal year.

4.0 Procedures Used to Amend the Budget

The County Manager, or the Chief Financial Officer as the County Manager's designee, is hereby authorized to transfer appropriations under the following conditions:

4.1 He/she may transfer amounts between expenditure line items within a department without limitation and without a report being required.

4.2 He/she may transfer amounts between appropriation units within the same budget function and fund without limitation and without a report to the County Commissioners being required.

4.3 He/she may transfer medical insurance appropriations between functions, departments and divisions within the same fund based upon usage.

4.4 The Board of County Commissioners must approve all other budget transfers before they become valid.

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5.0 Electronic Submission of Budget Amendments

- 5.1 All Budget Amendments must be electronically submitted to the Finance Department for review and approval through the County Financial System.
- 5.2 A Budget Amendment not requiring Board approval will be processed by the Finance Department.
- 5.3 A Budget Amendment requiring Board approval must be submitted to the Finance Department by 12 p.m. three business days before the County Manager's agenda deadline.
- 5.4 Detailed procedures for processing a Budget Amendment through MUNIS are located on the Finance Department Intranet Page.