

## BUDGET TRANSFERS

### I. PURPOSE:

The following guideline establishes policies and procedures to provide a systematic method for City Departments to accomplish the re-allocation of budgeted funds from one line item account to another line item. These guidelines identify information required for approval and the format to be used for budget transfer requests.

### II. RESPONSIBILITY:

- A. Overall budget authority for the City rests with the City Manager. After adoption of the annual City Budget, transfer of funds from one line to another line item, or from one (1) Division within a Department to another Division within the same Department, excluding personnel salaries, fleet accounts and capital equipment accounts, will be approved by the Department Director in amounts of \$10,000, or less. Transfers in excess of \$10,000, and all transfers for personnel services, fleet accounts and capital equipment, will be authorized by the City Manager or his designated representative.
- B. The Finance Department has the responsibility to advise the City Manager or his designated representative on recommended budget procedures including the detail steps for budget transfers. The Finance Department will also assume the responsibility of certifying the accuracy of all information regarding line item status to the City Manager or his designated representative.

### III. POLICY:

- A. City statutes required that any transfer of funds between Departments in excess of \$50,000 be authorized by the Board of Directors. Accordingly, such requests will be made only by the City Manager.
- B. Careful budget planning will minimize the need for transfer of funds among line item accounts. The volume and size of budget transfer requests, where unforeseeable emergencies are not involved, reflect the thoroughness of each Department's budget planning.
- C. Transfer of funds from salary accounts is strongly discouraged. Strong justification is necessary to obtain approval of these requests.

D. All transfer requests will be submitted in the format as prescribed by the Procedure Guidelines.

**IV. PROCEDURE:**

- A. Department Directors wishing to initiate a transfer should send a written request to the Budget Manager. Amounts should be rounded to the nearest \$100. The written request must be signed by the preparer and approved by the Department Director. For transfer request which require approval by the City Manager, the appropriate approval should be on the written request prior to submitting the request to the Budget Manager. The justification given must be specific rather than general. E-mail request are acceptable; however, they must include the appropriate approvals as described.
- B. The Finance Department will verify account status information. Incomplete or inaccurate requests will be returned to the Department Director. After the Finance Budget Office posts the transfer request to the financial accounting system, an e-mail of completion will be returned to the requestor.
- C. The Finance Department will maintain copies of approved transfers in the Cabinet NG Scanning Software. This documentation will be available for review upon request.

Approved:



Bruce T. Moore  
City Manager