

# BUDGET AMENDMENT POLICY

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## 1.0 Purpose

To provide a process for making changes in the County Adopted Budget in accordance with G.S 153A-45.

## 2.0 Scope

This policy applies to all departments having funds appropriated in the annual 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 Budget 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 Budget Director 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 make transfers up to \$2,500 between budget functions within the same fund. These transfers must subsequently be reported at the next regular meeting of the Board of County Commissioners.

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 Budget Department for review and approval through the County Financial System.
- 5.2 A Budget Amendment not requiring Board approval will be processed by the Budget Department.
- 5.3 A Budget Amendment requiring Board approval must be submitted to the Budget Department by 12 noon the day of the County Manager's agenda deadline. This is 9 working days before the Commissioners' meeting.
- 5.4 Detailed procedures for processing a Budget Amendment through MUNIS are located on the Budget Department Intranet Page.