

POLICY #5

## **BUDGET AMENDMENT PROCEDURE**

DATE ADOPTED: 2-26-96  
MINUTE BOOK: 31 PAGE 63 DATE AMENDED: 7-28-08  
MINUTE BOOK: 36 PAGE 207

---

**POLICY:** To establish a policy outlining procedures for Department Heads to make requests for budget amendments.

**PROCEDURE:** All requests for budget amendments shall be from Departments Heads only, and in writing to the Administrator. The Chief Administrative Officer shall review the request and make his recommendations to the County Commission. The request for amendment shall provide sufficient information on which line item(s) is to be amended, dollar amount of each line item to be decreased and/or reduced, and the justification for said amendment.

The County Chief Administrative Officer is hereby authorized to make operations amendments in the budget, if adequate funds are available, or to reject said operations amendments if not in the best interest of the County. Provided, however, that the County Commission shall be the sole authority to approve the following:

- (A) Any request involving the transfer of budgeted funds from one department to another department.
- (B) Any request necessitating new money, such as bringing up retained earnings, or adding a new resource center.
- (C) Any request where other governmental agencies, federal or state, are also required to approve said amendment. This would include, but not be limited to, the re-appraisal budget, emergency management budget, or state or federal grants.

Nothing in this policy shall prohibit the County Commission, the Chairman, or the Chief Administrative Officer, from initiating a budget amendment in any department where it is determined that the budget is so out of balance that an amendment is necessary. In this case, the department head will be kept fully informed, and shall be involved in any such amendment not requested by him or her.