

LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

POLICY

Title: **Budget Amendment Process Policy**

Number:

Cancels: LCC-36

Approved:

I. OBJECTIVE

To provide guidelines for making changes within the County Budget after adoption each fiscal year through a management process for a limited dollar amount, and provide authorization for the administrative staff to process changes.

II. DEFINITIONS AND REFERENCES

- A. Chapter 125, Florida Statutes, County Government
- B. Chapter 129.025, Florida Statutes, County Budget Officer
- C. Chapter 129.06, Florida Statutes, Execution and Amendment of Budget
- D. Chapter 218.33, Florida Statutes, Financial reporting, Units of Local Government
- E. Lake County Budget Change Request Form
- F. Uniform Accounting System Manual, Office of the Comptroller, State of Florida
- G. Definitions
 - 1. Major Object Codes
 - a. 100 Personal Services: Expenditures for salaries, wages, and related employee benefits provided for all persons employed by the County whether on full-time, part-time, temporary or seasonal benefits. Employee benefits include employer contributions to a retirement system, social security, sick leave, terminal pay, and similar direct benefits as well as other costs such as Workers' Compensation and Unemployment Compensation Insurance.
 - b. 300 Operating Expense: Expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlay.
 - c. 600 Capital Outlay: Expenditures for the acquisition of, or addition to, fixed assets.
 - d. 700 Debt Service: Expenditures to repay debt.
 - e. 800 Grants and Aids: Expenditures to other agencies, governmental agencies, or private organizations.
 - f. 900 Transfers and Reserves: Interfund or intergovernmental transfers, contingencies, and reserves.

III. **REQUIREMENTS OF CHAPTER 129.06, FLORIDA STATUTES**

Chapter 129.06(2), Florida Statutes, provides that the Board at any time within a fiscal year may amend a budget for that year as follows:

- A. Appropriations in any fund may be decreased and other appropriations in the same fund may be increased by motion provided that the total appropriations of the fund may not be changed. The Board may establish procedures by which the designated budget officer may authorize certain intradepartmental budget amendments, provided that the total appropriation of the department may not be changed.
- B. A receipt of a nature from a source not anticipated in the budget and received for a particular purpose including but not limited to grants, donations, gifts or reimbursements for damages, may, by resolution of the Board spread on its Minutes, be appropriated and expended for that purpose, in addition to the appropriations and expenditure provided for in the budget.
- C. If an amendment to a budget is required for a purpose not specifically authorized by statutes, the amendment may be authorized by resolution or ordinance of the Board adopted following a public hearing. The public hearing must be advertised at least 2 days, but not more than 5 days, before the date of the public hearing.

IV. **ADMINISTRATIVE PROCEDURE PURSUANT TO CHAPTER 129.06(2)(A) FLORIDA STATUTES**

- A. A budget transfer is necessary only when expenditures exceed the total budget for the Major Object Code for a Cost Center, regardless of the dollar amount, except for certain expenditures discussed below. The County Manager or his/her designee must approve such budget transfer.
 - If the financial accounting system will not accept a purchase order or a Direct Pay voucher due to insufficiently budgeted funds within the Major Object, the County Manager, or designee, must first approve the purchase or payment prior to an override. The request to override must be accompanied by a written explanation as to the necessity of the override and the method of funding.
 - Any specific line item designated by the County Manager, through written memorandum to employees, may be temporarily restricted to the line-item budget amount. Examples might include: overtime, travel, or books, publications, and memberships.
- B. A budget transfer is required for the purchase of a specific Capital item which exceeds the adopted budget for that item.
- C. The County Manager or his/her designee, may approve budget transfers with a total value of less than \$25,000. All transfers greater than \$25,000 must be approved by the Board.
- D. Where there are references in this policy to approvals required of the County Manager or actions to be taken by the County Manager with regards to the budget amendment process, such reference shall be to the County Attorney for the County Attorney Office's budget.

V. **CONTINGENCY RESERVE**

The Board of County Commissioners must approve all transfers from contingency or reserve accounts through official Board action.

LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS

POLICY

VI. **IMPLEMENTATION**

All requests for budget changes are to be completed on the Budget Change Form and submitted to the Clerk's Finance Department.

VII. **RESERVATION OF AUTHORITY**

The authority to issue or revise this policy is reserved for the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
LAKE COUNTY, FLORIDA

Welton G. Cadwell, Chairman

This _____ day of _____, 2003.

ATTEST:

James C. Watkins, Clerk of the
Board of County Commissioners
of Lake County, Florida

Approved as to form and legality:

Sanford A. Minkoff
County Attorney