

# Mountain View Regional Waste Management Commission

	Policy No: 33-16
Policy Title: Budget Adjustments	Effective Dates: December 19, 2016
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## PURPOSE

This policy shall identify the staff authorized to make budget adjustments where service levels, programs or projects will not be materially affected.

In addition, this policy establishes a procedure for reviewing and approving budget adjustments where service levels, programs and projects are materially affected.

## PROCEDURES

### **Budget Adjustments: Service Levels, Programs or Projects Not Materially Affected**

Budget adjustments where service levels, programs or projects will not be materially affected will be allowed based on the following criteria:

- The Finance Contractor as directed by the CAO shall have the authority to make financial budget adjustments to the extent that the overall department surplus/deficit does not change from the approved budget.
- The Finance Contractor as directed by the CAO shall have the authority to reallocate budget dollars on a cumulative total assigned to individual functions providing that the net budget requirement does not change.
- Any financial budget adjustment with respect to excess revenue requires Board approval.

### **Budget Adjustments: Service Levels, Programs or Projects Materially Affected**

Budget adjustments where service levels, programs or projects may be materially affected require the following:

- A report, complete with alternatives and recommendations is to be forwarded to the Board for consideration.
- Implementation of changes to service levels, programs or projects requires prior approval of the Board.

In all instances Appendix A – Budget Adjustment Change Form must be used, and stored in the Finance Contractors office for Audit purposes.

**SCOPE**

This policy applies to all Mountain View Regional Waste Commission employees.

**MANAGEMENT RESPONSIBILITIES**

The CAO shall be responsible for the application of this policy.

	DATE:	RESOLUTION
APPROVED	December 19, 2016	#248-16
RESCINDED		

**Appendix A – Budget Adjustment Change Form**

**BA XXXXXX**

**BUDGET INCREASE**

<i>Account #</i>	<i>Description</i>	<i>Existing Budget</i>	<i>Adjustments</i>	<i>Revised Budget</i>
				\$ -
				\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -

**BUDGET DECREASE**

<i>Account #</i>	<i>Description</i>	<i>Existing Budget</i>	<i>Adjustments</i>	<i>Revised Budget</i>
				\$ -
				\$ -
	<b>TOTALS</b>	\$ -	\$ -	\$ -

**REASON FOR BUDGET ADJUSTMENTS**

<b>REQUESTED BY:</b>	
<b>Date:</b>	<b>CAO:</b>
<b>Board Motion (if required) -</b>	

**LIMITS**

Finance Contractor as directed by the CAO may reallocate budget dollars within the department providing the net budget does not change.
Finance Contractor as directed by the CAO may reallocate budget dollars on a cumulative total of all assigned to that function providing that the net budget does not change.
<b><i>Notwithstanding the foregoing, the CAO is not authorized to make any financial budget adjustment with respect to any revenue earned or received in excess of the revenues shown in the Board approved budget without the express approval.</i></b>