

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS

BUDGET TRANSFERS AND AMENDMENTS

Purpose

To provide guidelines and direction on the policies and procedures relating to the preparation of budget transfers and amendments.

Authority

Florida Statutes, Chapter 129.06

Definitions

1. Budget Amendment: An increase or decrease in budgeted revenues with a corresponding increase or decrease in budgeted expenditures within the same fund. The budgeted fund total is changed.
2. Budget Transfer: A transfer of appropriations among two or more accounts within the same fund. The budgeted fund total is not changed.
3. Department/Division: An organizational division or unit for which accounts are maintained.

Policy

1. Approval Authority:
 - A. Board of County Commissioners (BCC)
BCC approval is required for the following:
 1. Transfers between Funds (i.e., Interfund Transfers);
 2. Transfers involving the addition of positions;
 3. Transfers between capital projects;
 4. Amendments or transfers in any fund necessary to re-establish in the current fiscal year amendments or transfers approved by the BCC in the prior fiscal year, or to adjust revenue and appropriation balances carried forward for grants from the prior year (i.e., Roll-Forwards);
 5. Transfers from reserves; and
 6. Budget Amendments

B. County Administrator & Office of Management and Budget

Transfers within a Department (i.e., Intra-departmental transfers) may be approved by the County Administrator (or a Deputy County Administrator in the County Administrator's absence) and Finance Director (or Finance Manager in the Finance Director's absence).

2. Level of Budgetary Control

For most Departments, budgetary control will be maintained at the level indicated by the appropriation units listed on Attachment A. In most cases, appropriation units will be established at the Department/Division level.

No budget transfers will be necessary so long as the total dollar amounts in the established appropriation units are not exceeded.

3. Restrictions

- A. No budget transfers out of the Personal Services appropriation unit will be permitted except to provide for temporary services to cover a vacancy unless approved by the BCC.
- B. Requests for capital items not included in the original BCC approved budget must be approved by the BCC before any funds are transferred.

4. Timing of Budget Transfer or Budget Amendment Requests

For those expenditures considered to be controllable by a Department, the timing of the budget transfer or amendment request should be such that a proper review of the request by OMB can be made before the appropriation unit is over expended.

Examples of line items that are considered to be controllable include: overtime, temporary services, travel and per diem, registration fees, office supplies, operating supplies, books, publications, subscriptions and memberships, and machinery and equipment.

Procedures

1. Department must include a completed Budget Transfer/Amendment form (Attachment B), signed by the Department Head or authorized designee, with account numbers and descriptions. The request must include a detailed explanation of the requested transfer.
2. In general, the following steps are involved in the preparation, review and processing of budget transfers or amendments requiring BCC approval:
 - A. The Department or Division making the request initiates a BCC agenda item on the Granicus system. The signed Budget Transfer/Amendment form is uploaded as an attachment to the agenda item.
 - B. The original Budget Transfer/Amendment form is submitted to the OMB for review.

- C. All approved requests will be included on the applicable BCC Meeting Agenda listed under the requesting department's section of the agenda either as a regular agenda item or a consent agenda item as appropriate. All requests from the General Fund contingency or any fund's Balance Brought Forward will be regular agenda items.
 - D. All requests approved by the BCC will be entered into the accounting system by OMB and then verified and updated by the Clerk of Court Finance Department.
3. In general, the following steps are involved in the preparation, review and processing of budget transfers for County Administrator & OMB approval.
- A. The Department or Division making the request prepares the Budget Transfer/Amendment and forwards the signed form to OMB for review and processing.
 - B. OMB will review the request and, if approved, forward the request to Administration.
 - C. Upon review and approval, Administration will forward the request back to OMB for entry into the accounting system.
 - D. The request will then be forwarded to the Clerk of Court Finance Department for posting.
4. Justification for a transfer or amendment must be concise and complete. More specifically, the justification must address why the transfer or amendment is necessary. For over expended appropriation units, it is not sufficient to simply state that the appropriation unit is or will be over expended. The circumstances that led to, or will lead to, the appropriation unit being over expended must also be explained.
5. Incomplete requests will be returned to the requesting Department or Division for further information. This may involve a delay in getting the item before the BCC.

The 2013 Florida Statutes

129.06 Execution and amendment of budget.—

(1) Upon the final adoption of the budgets as provided in this chapter, the budgets so adopted must regulate expenditures of the county and each special district included within the county budget, and the itemized estimates of expenditures must have the effect of fixed appropriations and may not be amended, altered, or exceeded except as provided in this chapter.

(a) The modified-accrual basis or accrual basis of accounting must be followed for all funds in accordance with generally accepted accounting principles.

(b) The cost of the investments provided in this chapter, or the receipts from their sale or redemption, may not be treated as expense or income, and the investments on hand at the beginning or end of each fiscal year must be carried as separate items at cost in the fund balances; however, the amounts of profit or loss received on their sale must be treated as income or expense, as applicable.

(2) The board at any time within a fiscal year may amend a budget for that year, and may within the first 60 days of a fiscal year amend the budget for the prior fiscal year, as follows:

(a) Appropriations for expenditures within any fund may be decreased or increased by motion recorded in the minutes if the total appropriations of the fund does not change. The board of county commissioners may establish procedures by which the designated budget officer may authorize budget amendments if the total appropriations of the fund does not change.

(b) Appropriations from the reserve for contingencies may be made to increase the appropriation for any particular expense in the same fund, or to create an appropriation in the fund for any lawful purpose, but expenditures may not be charged directly to the reserve for contingencies.

(c) The reserve for future construction and improvements may be appropriated by resolution of the board for the purposes for which the reserve was made.

(d) 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 reimbursement 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 expenditures provided for in the budget. Such receipts and appropriations must be added to the budget of the proper fund. The resolution may amend the budget to transfer revenue between funds to properly account for unanticipated revenue.

(e) Increased receipts for enterprise or proprietary funds received for a particular purpose may, by resolution of the board spread on its minutes, be appropriated and expended for that purpose, in addition to the appropriations and expenditures provided for in the budget. The resolution may amend the budget to transfer revenue between funds to properly account for increased receipts.

(f) Unless otherwise prohibited by law, if an amendment to a budget is required for a purpose not specifically authorized in paragraphs (a)-(e), the amendment may be authorized by resolution or ordinance of the board of county commissioners adopted following a public hearing.

1. The public hearing must be advertised at least 2 days, but not more than 5 days, before the date of the hearing. The advertisement must appear in a newspaper of paid general circulation and must identify the name of the taxing authority, the date, place, and time of

the hearing, and the purpose of the hearing. The advertisement must also identify each budgetary fund to be amended, the source of the funds, the use of the funds, and the total amount of each fund's appropriations.

2. If the board amends the budget pursuant to this paragraph, the adopted amendment must be posted on the county's official website within 5 days after adoption.

(3) Only the following transfers may be made between funds:

(a) Transfers to correct errors in handling receipts and disbursements.

(b) Budgeted transfers.

(c) Transfers to properly account for unanticipated revenue or increased receipts.

(4) All unexpended balances of appropriations at the end of the fiscal year shall revert to the fund from which the appropriation was made, but reserves for sinking funds and for future construction and improvements may not be diverted to other purposes.

(5) Any county constitutional officer whose budget is approved by the board of county commissioners, who has not been reelected to office or is not seeking reelection, shall be prohibited from making any budget amendments, transferring funds between itemized appropriations, or expending in a single month more than one-twelfth of any itemized approved appropriation, following the date he or she is eliminated as a candidate or October 1, whichever comes later, without approval of the board of county commissioners.

History.—s. 6, ch. 6814, 1915; RGS 1529; CGL 2307; s. 5, ch. 26874, 1951; s. 2, ch. 78-157; s. 2, ch. 88-85; s. 1, ch. 93-109; s. 828, ch. 95-147; s. 5, ch. 96-324; s. 12, ch. 2001-252; s. 8, ch. 2011-144.