

WAYNE COUNTY
FINANCE OFFICE



WAYNE COUNTY
NORTH CAROLINA
Phone: (919) 731-1424
Fax (919) 731-1388

MEMORANDUM

TO: Wayne County Board of Commissioners

THROUGH: George A. Wood, County Manager

FROM: Pam Holt, Finance Director *PH*

SUBJECT: Amendment to Budget Amendment Policy

Attached for your consideration is an amended budget amendment policy for Wayne County. Changes have been made to add section 4.5 to the existing policy. County Manager George Wood, County Attorney Borden Parker, and Finance Director Pam Holt all met and reviewed this amendment to the budget amendment policy to set the parameters for determining when items can be placed on the consent agenda.

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PO BOX 227
GOLDSBORO, NC 27533-0227

WAYNE COUNTY NORTH CAROLINA BUDGET AMENDMENT POLICY

1.0 Purpose:

The purpose of this policy is to provide a process for making changes to the Wayne County Adopted Budget in accordance with the N.C.G.S. 153-A45.

2.0 Scope:

This policy applies to all departments having funds appropriated in the annual budget ordinance.

3.0 Monitoring Budgets:

Department Managers are responsible for monitoring their budgets and determining if a budget amendment is necessary. **Funds must be available in the appropriate line item prior to purchase of goods or services. Therefore Budget Amendments must be fully processed before purchases are made.**

4.0 Manager Approval and Board Approval:

4.1 Funds transferred between expenditure line items within a department less than \$5000.00 require County Manager approval.

4.2 Funds transferred between expenditure line items within a department \$5000.00 and over require Board of Commissioner approval.

4.3 Funds transferred between departments require Board of Commissioner approval.

4.4 Amounts that increase or decrease the department's budget require Board of Commissioner approval.

4.5 The County Manager will decide which budget amendments are to be included in the consent agenda and which will be part of New Business. Consent agenda budget amendments do not require individual consideration or discussion. However, any individual board member may request that any budget amendment(s) be removed from the consent agenda for separate discussion and vote. In making his decision, the Manager shall consider whether additional county funds are required, and the dollar amounts involved. Recurring state and federal grants and funds transferred under section 4.2 above will be handled as consent items.

5.0 When to Process a Budget Amendment:

A. Funds need to be transferred from one line item to another line item.

B. A budget needs to be increased or decreased in total. (Board approval is required.)

C. A new capital project is established. (A project ordinance and Board approval is required.)

D. A capital project's budget needs to be increased or decreased. (Board approval is required.)

6.0 Guidelines for Completing a Budget Amendment:

A. Departments will submit the budget amendment to the Finance Office.

B. Additional revenue received that the department anticipates using to fund current operations requires a budget amendment to increase revenues and expenditures.

C. Increases in expenditure line items should equal the decreases in other expenditure accounts.

D. The area labeled “Description” should be used to explain why the amendment is necessary. *Note: if the budget amendment requires Board of Commissioner approval, the explanation will be used in the Commissioners’ agenda packet and should explain fully why the budget amendment is required.*

7.0 Board Approval Procedure for a Budget Amendment:

Amendments requiring Board approval must be submitted to the Finance Office by 12 noon on the 2nd or 4th Monday of each month.