

Budget Appropriation and Control

COUNCIL POLICY 12.6

POLICY TITLE: APPROPRIATION CONTROL/TRANSFERS OF APPROPRIATIONS

POLICY STATEMENT:

The following policy establishes appropriation control at the Department level. More general language regarding appropriation control is found in the City Charter (Section 1410).

1. Major Expense Categories.

A. Each department's 51000 series (Personnel Services) is controlled by the overall appropriation total.

B. Each department's 52000 series (Services), 53000 series (Supplies), 54000 series (Other Materials and Services), 56000 series (Other Charges), and 57000 series (Capital Outlay) are controlled by the overall total appropriation for these five series combined.

C. Capital Improvement projects are controlled by project total.

2. Transfers Between Major Expense Categories within the same Fund and Department.

A. Transfers between major expense categories must be approved by the City Manager or designee.

3. Transfers Between Funds, Departments and Capital Investment Program Projects.

A. Transfers between funds or departments must be approved by City Council.

B. Transfers between Capital Investment Projects above \$100,000 must be approved by City Council.

4. Increase in Budget Appropriation.

A. Any revisions that increase the total budget appropriation of any department and fund, must be approved by Council, except as allowed by Council Policy 12.10 and Council Policy 14.3.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998; Revised October 10, 2006