



City of Fort Bragg

Administrative Regulation No. B-1

BUDGET MANAGEMENT

I. OBJECTIVE

The objective of this Administrative Regulation is to establish policy and procedure for handling budget adjustments (to revenues and expenditures) administratively during the course of the year.

II. PROCEDURES

1. The City Council/Redevelopment Agency/Municipal Improvement District Board have adopted a policy that allows the City Manager to approve transfers of up to \$1,000 within any departmental budget provided:
 - a) Both line items are budgeted;
 - b) Transfers from salary accounts (100) and benefit accounts (200) to non-personnel accounts (300 and up) are not allowed;
 - c) The aggregate of all transfers may not exceed the greater of \$25,000 or 5% of the original operating budget.
2. Interfund transfers, such as between Public Works and an Enterprise Fund or Community Development and the Redevelopment Fund may not aggregate more than \$50,000 per year without Council/Agency/District approval.
3. Department Managers should obtain a Funds Transfer Request Form from the Finance Department, complete and submit it to the Finance Director and City Manager.
4. All approved transfers shall be reported to the Finance and Administration Committee at the next regularly scheduled meeting.

III. RESPONSIBILITY

1. Only the City Manager may approve Budget Transfers.
2. The Finance Director shall be responsible for reporting budget variations to the City Manager.
3. The Finance Department shall provide a written report to the Finance and Administration Committee of any approved transfers.

IV. DEFINITIONS

1. "Budget variation" shall mean any amount over or under the budgeted amount for a given account.

Approved by City Manager _____

(Signature)

_____ (Date)

Made a part of the City's Administrative Regulations binder and distributed to all City staff

_____ (Date)

Finance use only

Date Transferred: _____

Transferred By: _____

Approved By: _____



CITY OF FORT BRAGG
FUNDS TRANSFER REQUEST

TO: FINANCE DEPARTMENT

Please transfer funds per request below:

PURPOSE: _____

TRANSFER FROM Account Number: _____

TRANSFER AMOUNT: _____

TRANSFER TO Account Number: _____

TRANSFER DATE: _____

TRANSFER AUTHORIZATION:

Initiator Signature Date City Manager Approval Signature Date

Finance Director Signature Date

Special Instructions: _____