

**Yellow Medicine County Board of Commissioners
Policy Manual**

Policy Statement

TITLE	CODE
Adherence to Annual Budget	402

REFERENCE

NA

PERSONNEL RESPONSIBLE

All Department Heads

EFFECTIVE DATE

Upon Adoption

POLICY

402.100 – Purpose

The County adopts an annual budget as its financial plan and to provide a means of accountability within departments. To ensure that the adopted financial plan is adhered to, department heads must be held accountable for staying within their budgets.

402.200 – Budget Changes

The Board realizes that no plan can anticipate every possible circumstance or unanticipated, but unavoidable, expenditures. There are two ways department heads can deal with these issues: reallocation of funds or additional appropriations. These requests must be made prior to the submission of any payment requests.

402.201 – Reallocation of Funds – When it is anticipated that expenditures within a particular budget line item, or Human Services program area, will exceed funds appropriated, and surplus funds are available elsewhere within a departmental budget, department heads may request a reallocation of funds. Reallocation requests of less than \$1,000, require County Administrator approval. Reallocation requests of \$1,000 or more require County Board approval. All reallocation requests must be made on the proper form. Reallocation of salary, benefit and capital expenditure funds to another line item is discouraged.

402.202 – Additional Appropriation Request – When funds are not available for

reallocation, department heads may request, on the proper form, an additional budget appropriation. This request must be submitted to the County Administrator for action at the next regularly scheduled County Board meeting.

402.203 – Treatment of Grants and Additional Revenues – When unbudgeted grant monies are secured, department heads should submit an additional appropriation request to allow for expenditure of grant funds. The request should also indicate a revenue account to credit for the grant funds. The same process should be followed when other additional revenues are secured, before expending those funds.

402.300 – Over Budget Payment Requests

Whenever a voucher is received for payment, where the budgeted balance remaining is not sufficient to cover the request, payment will be denied. Payment will not be reconsidered until the department head has had their request approved under 402.201 or 402.202 above.

402.400 – Consequences of Non-Compliance

Compliance with their annual budget is the responsibility of all County department heads. Failure to stay within an approved budget will be reflected in the department head's annual evaluation and may impact consideration of an annual pay increase. Non-elected department heads, making a practice of submitting vouchers for payment when budgeted funds are depleted, may also face disciplinary action under the County's Personnel Policies.

AUTHORED BY: County Administrator
DATE: 12-04-03

APPROVED BY: County Board
DATE: 12-23-03
(Amended 7-10-07)

Budget Change Request Form

Requestor Information		
Department: _____		
Dept. Head: _____		Date: _____

Expenditure Reallocation Request			
<u>Account Number</u>	<u>Account Name</u>	<u>Amount Added</u>	<u>Amount Deducted</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Reason for change request:			

Additional Appropriation Request			
<u>Account Number</u>	<u>Account Name</u>	<u>Revenue Amount Requested</u>	<u>Expenditure Amount Requested</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	_____	-	-
Reason for change request:			

Board Action Taken		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____

Attach any additional information desired to support/clarify your request.