

Lac La Biche County *Policy*

TITLE: Transfers Between Budget Line Items

POLICY NO: CS-10-017

RESOLUTION: 21.813

EFFECTIVE DATE: September 13, 2016

DEPARTMENT RESPONSIBLE:
Chief Administrative Officer

NEXT REVIEW DATE: November 23, 2024

POLICY STATEMENT:

The purpose of this policy is to permit the transfer of budgeted funds up to a specified maximum amount from one budget line item to another in a non – emergency situation by the Chief Administrative Officer between regular meetings of Council, and to keep Council informed of these transfers on a regular basis. These administrative budget transfers would benefit and expedite County activities and reduce the need for special meetings of County Council to approve routine administrative transfers.

GUIDELINES:

1. The Chief Administrative Officer or designate is permitted to transfer up to \$50,000.00 between one operating budget line item to another provided the following conditions are met:
 - a. The transfer is used to accommodate unbudgeted and unpredicted increases in existing budgeted programs previously approved by County Council in the annual operating budget or subsequent resolution;
 - b. Transfers of funds from a budget line item must not affect the delivery of existing budgeted programs previously approved by County Council in the annual operating budget or subsequent resolution;
 - c. Transfers between budgeted line items would not be permitted by this policy for the following:
 - i. Funding of new operating budget programs;
 - ii. Funding of new staff positions.
2. The Chief Administrative Officer or designate is permitted to transfer up to \$50,000.00 between capital project or equipment line items provided the following conditions are met:
 - a. The transfer is used to accommodate unbudgeted and unpredicted increases in existing projects (e.g. change orders) or equipment (e.g. tenders came in slightly over budget);
 - b. Transfers would come from projects or equipment where accepted tenders or quotes were less than the budget previously approved by County Council in the annual capital budget or subsequent resolution;
 - c. Transfers between capital budget line items would not be permitted by this policy for the following:
 - i. Change of quantities of capital items purchased (e.g. number of vehicles, length of sidewalks, etc.);

- ii. Upgrade or downgrade of purchase (e.g. a bigger vehicle or a narrower road).
 - d. Total transfers to a specific capital budget line item cannot exceed 50,000.00 for the total project under this policy.
3. The Chief Administrative Officer shall notify Council of transfers authorized by this policy at the next regular meeting of County Council.

“Original Signed”

December 17, 2021

Chief Administrative Officer

Date

“Original Signed”

December 18, 2021

Mayor

Date

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE: November 23, 2021