



BUDGET RESPONSIBILITIES

Date Issued: 28.Jan.80

Mandated by:

Current Revision: 31.Jan.00

Cross-reference:

Next Review Diarized: Under Policy Committee Review

Responsibility: Finance Director

POLICY

City administration prepares an annual calendar-year budget, incorporating anticipated programs and their estimated revenues/costs for the year. City Council approves the budget to be used.

PROCEDURES

1. Program Allocation

The budget has a specific amount allocated to each city program. Department managers are responsible for the provision of their programs within the revenue/costs budget limitations.

2. Budget Process for Boards and Commissions

Boards and commissions meet with City Council annually to discuss goals and objectives. Budgets are submitted to the administrative liaison for each board or commission. The Finance Director incorporates the documents into the City budget. With the assistance of the respective department manager, each board or commission presents its mandate, a review of the previous budget year's activities, and the goals, objectives, and budget for the following year to City Council for discussion.

3. Budget Timetable

The annual budget process timetable and specific guidelines are recommended by Finance and approved by Council.

4. Adjustments to Final Budget Figures

During the year, actual revenue and expenditures may differ from the budget. In these instances, a reallocation of the budget may be identified and approved; however, no physical change to the budgeted figure is allowed. Any adjustments outside the scope of the existing budget require City Council approval.

- a) A member of the administration group may initiate a budget reallocation within his or her respective department for an anticipated over/under revenue or expenditure. This reallocation must be approved by the department manager and confirmed by the Finance Director.
- b) Interdepartmental, Interfund or Interfunctional Reallocations
A request from one department for interdepartmental, interfund or interfunctional adjustments not affecting the "bottom line" of the total budget must have the approval of all affected department managers, Finance Director, and City Manager.
- c) All adjustments to the capital budget require the approval of the department manager involved, the Finance Director, and City Manager.



5. Filing and Storage
Finance files and stores budget adjustment documentation for easy retrieval.

City Manager (Original Signed by PJB)
*Ict/FIN-004.DOC/LN-PolicyManual-Finance



CAPITAL EXPENDITURES - PROGRESS PAYMENTS

Date Issued: 26.Feb.80
Current Revision: 31.Jan.2003

Responsibility: Finance Director

PROCEDURE

The City processes all construction projects using progress billing. Exceptions are short term projects, completed by City staff, which are within the department manager's signing authority and confirmed by invoice.

PROCESS

1. All progress payments for capital projects must be approved by the responsible department manager. To facilitate these approvals and ensure effective cost control, Progress Billing Certificate forms provided by Finance are to be used.
2. When a tender price has been received and approved, the responsible department manager completes the form to include a description and the cost of each portion of the project (e.g., engineering, contract contingencies) and the total budgeted cost. A signed copy of the completed form is submitted to the Finance Director.
3. Subsequent change orders may be initiated and signed by the appropriate department manager if they are within the contract tendered amount, directly affect the project, and are within the signing authority of the employee requesting the change. Copies of the change orders are forwarded to the Finance Director for the records.
4. Change orders that alter the scope of the project or result in contract cost overruns must be approved by the City Manager.