

WAYNE COUNTY NORTH CAROLINA BUDGET AMENDMENT POLICY (Amended 8/6/24)

1.0 Purpose:

The purpose of this policy is to provide a process for making changes to the Wayne County Adopted Budget in accordance with the N.C.G.S. 153-A45.

2.0 Scope:

This policy applies to all departments having funds appropriated in the annual budget ordinance.

3.0 Monitoring Budgets:

Department Managers are responsible for monitoring their budgets and determining if a budget amendment is necessary. Funds must be available in the appropriate line item prior to purchase of goods or services. Therefore, Budget Amendments must be fully processed before purchases are made.

4.0 Manager Approval and Board Approval:

4.1 Funds transferred between expenditure line items within a department less than \$5,000.00 require County Manager approval.

4.2 Unspent funds reappropriated from one fiscal year to the next require County Manager approval. However, any funds reallocated to different line items, other than the allocations made in the original budget approval, require Board of Commissioner approval.

4.3 Funds transferred between expenditure line items within a department \$5,000.00 and over requires Board of Commissioner approval. However, County Manager approval is allowed when a line item only correction is needed within the same fund as originally approved by the Board of Commissioners.

4.4 Funds transferred between departments require Board of Commissioner approval.

4.5 Amounts that increase or decrease the department's budget require Board of Commissioner approval.

4.6 The County Manager will decide which budget amendments are to be included in the consent agenda and which will be part of New Business. Consent agenda budget amendments do not require individual consideration or discussion. However, any individual board member may request that any budget amendment(s) be removed from the consent agenda for separate discussion and vote. In making his decision, the

Manager shall consider whether additional county funds are required, and the dollar amounts involved. Recurring state and federal grants and funds transferred under section 4.2 above will be handled as consent items.

5.0 When to Process a Budget Amendment:

- A. Funds need to be transferred from one line item to another line item.
- B. A budget needs to be increased or decreased in total. (Board approval is required.)
- C. A new capital project is established. (A project ordinance and Board approval is required.)
- D. A capital project's budget needs to be increased or decreased. (Board approval is required.)

6.0 Guidelines for Completing a Budget Amendment:

- A. Departments will submit the budget amendment to the Finance Office.
- B. Additional revenue received that the department anticipates using to fund current operations requires a budget amendment to increase revenues and expenditures.
- C. Increases in expenditure line items should equal the decreases in other expenditure accounts.
- D. The area labeled "Description" should be used to explain why the amendment is necessary.
Note: If the budget amendment requires Board of Commissioner approval, the explanation will be used in the Commissioners agenda packet and should explain fully why the budget amendment is required.

7.0 Board Approval Procedure for a Budget Amendment:

Amendments requiring Board approval must be submitted to the Finance Office by 12 noon on the 2nd or 4th Friday of each month.