

Required Approvals for Budget Changes	Administration & Finance	1100
	1108	1-2
		9/1/98
		2/05

1.0 PURPOSE:

To describe the City policy with respect to the required approvals for various types of budget changes.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, divisions, offices, boards, commissions, etc.

3.0 POLICY:

It is the policy of the City to allow budget changes to occur throughout the year as necessary and justifiable.

4.0 REFERENCES:

Wisconsin Statutes
City of West Allis Revised Municipal Code, Sections 1.04 and 2.62

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Director of the Department of Administration & Finance shall be responsible for monitoring and implementing the budget change request and approval process.

5.2 GENERAL POLICIES

5.2.1 Common Council. The Common Council of the City of West Allis is required to approve any budget changes involving the following:

1. Contingency Fund transfers.
2. Regular Salary and Other Salary Accounts, including staffing levels, positions, reclassifications/reallocations.
3. Land & Building Account.

5.2.2 Administration & Finance Committee. The Administration & Finance Committee is required to approve any budget changes involving the following:

1. Interdepartmental Fund or Account transfers.
2. Intradepartmental Account transfers over \$10,000.
3. Travel Accounts as they relate to the identification or location of state and national conferences.
4. Membership Accounts and Furniture/Equipment Accounts over \$10,000, including type, number, etc.
5. Contractual Services Accounts over \$10,000.

5.2.3 City Administrative Officer. The City Administrative Officer is authorized and required to approve any budget changes (with the exception of those noted above) involving the following:

1. Intradepartmental Account transfers of \$2,500 to \$10,000.
2. Membership, Furniture/Equipment, and Contractual Services up to \$10,000.

5.2.4 Finance Manager/Comptroller. The Finance Manager/Comptroller is authorized and required to approve any budget changes (with the exception of those noted above) involving the following:

1. Intradepartmental Account transfers of up to \$2,500.

5.2.5 Administration & Finance Committee Budget Change Approvals.

1. Any budget change requests are to be submitted to the City Administrative Officer for processing. Upon receipt of such requests, the City Administrative Officer shall notify the members of the Administration & Finance Committee of any requests as outlined in Section 5.2.2. above. Upon completion of five (5) working days, if the City Administrative Officer has not received any objections, such approval may be granted. Any unusual circumstances shall be reported to the Administration & Finance Committee with the City Administrative Officer's notification. The City Administrative Officer shall notify the requesting Department and the Finance Division, in writing, of approval of such request.
2. The City Administrative Officer shall also notify the Administration & Finance Committee of all budget changes that may be approved within the \$5,000 to \$10,000 range.