

POLICY STATEMENT AND REGULATIONS

Number: 200.306

BUDGETS – PROCESSING ADDITIONAL BUDGET REQUESTS

To ensure that the Corporation of the District of Summerland operates within the boundaries of the Municipal Act, budget requests proposed after the annual budget has been adopted will be processed as outlined in the following regulations and procedures.

REGULATIONS AND PROCEDURES

1. All requests for an increase or decrease in funding will be presented to the department manager affected.
2. An additional request form (See Policy 200.305) will be prepared.
3. The department manager will contact the Administrator and the Treasurer to advise them of the request and determine their initial action.
4. Items which can be accommodated within the existing budget (minor expenditures) will be processed at the management level.
5. Major items, or those which in the opinion of the Administrator require Council's approval will be dealt with as follows:
6. The department manager will present the request to his Committee for discussion. This will include a review of adherence to existing policies, reasonableness, etc. The Committee will indicate their recommendation to Council.
7. The request will be forwarded to the Finance Committee to ensure supporting calculations are valid and that budget implications are clearly presented. The Finance Committee will make their recommendation to Council.
8. Even if not supported at steps 6 and 7, the request will be forwarded to Council for a final decision.
9. In all cases, it will be the responsibility of the department manager and the Treasurer to ensure that amendments are processed in accordance with this policy.

ADOPTED: March 23, 1992