

POLICY STATEMENT AND REGULATIONS

Number: 200.307

BUDGETS – BUDGET SURPLUSES

The District encourages its managers to operate their respective departments in an effective and efficient manner.

REGULATIONS AND PROCEDURES

Surpluses which arise as a result of good management practices may be retained by that department for use in the ensuing budget year. Where a manager feels a reallocation within their budget is possible, it shall require the approval of the Treasurer and the Administrator. Any reallocation in excess of \$2,000.00 requires the approval of Council.

Specific requests for the reallocation of funds are to be submitted in accordance with Policy 200.306 – Processing Additional Budget Requests.

Guidelines

Where funds may be reallocated:

Operating efficiencies derived through change in operations while maintaining the same level of service.

Examples: Utility savings resulting from the installation of set-back thermometers.

Modification of the telephone system to reduce long-distance telephone charges.

Where funds may not be retained by the department:

Items which are isolated expenditures (one-time) and actual costs are less than the budgeted amount.

Examples: Vehicle and other capital acquisitions

Contract costs to paint municipal buildings

Changes which arise as a result of a change in operations, not specifically related to a management decision:

Examples: Elections are held on a tri-annual basis, and are to be budgeted for only in the appropriate year.

Reduction in level of service.

ADOPTED: March 23, 1992