

3.3 Budget Amendments

Objective

To determine when and how a budget amendment can be made.

Policy

1. Budget amendments generally will occur only in line with the budget review.
2. Wherever budget versus actual cost savings become reasonably likely or definitely do occur, Council may then permit by an absolute majority resolution, that budget amendments occur. Such amendments will appear on the monthly statements as a separate item.
3. Before over-budget expenditure is incurred on the premise of likely or definite savings in other cost areas the officer concerned MUST approach and discuss the matter with the Chief Executive Officer. On no account can “windfalls” or budget savings be expended on any item without Council’s ratification. The Chief Executive Officer is to place the proposed budget amendment before Council prior to it being actioned.
4. Budget amendments will be dealt with by Council so as to protect the interests of kindred cost areas before any others e.g. if under the broad cost heading “libraries” savings result in building maintenance the remaining cost areas under this heading should be checked as to budget adequacy before removing funds from this area. Similarly this applies to Planning and Development, Building, Parks and Gardens etc.

Authorisation Details

Authorised by:	Council		
Date:	27 June 2003	Item No.	9.1.3
Review/Amendment Date		Item No.	
Next Review			
Responsible Directorate	Corporate Services		
Responsible Officer	Manager Corporate Services		
File No.			