



City of Kelowna
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Council Policy

Financial Plan Amendment Policy

APPROVED September 14, 1998

RESOLUTION: R375/10/04/26
 REPLACING: R1039/08/11/24; R727/1998/09/14; R1000/00/12/18; R392/03/04/28
 DATE OF LAST REVIEW: April 2010

It is the purpose of this policy to define situations and create a process whereby financial plan amendments can be completed while meeting the City's overall internal control objectives.

While budget transfers may not result in an increase to the City's annual adopted budget (see Policy No.261), budget amendments may increase the City's total budget only where funding is by a source other than taxation (i.e. provincial grant, private contribution, etc.).

A formal financial plan amendment process is intended to communicate the nature and necessity of budgetary increases/decreases to Council, the City Manager, the Financial Services Department and persons with ultimate responsibility for the departmental budget.

This process is also intended to provide a means for a predictable operating result and to ensure that early detection of over-expenditures are managed and year end deficits avoided. The procedures herein make it possible to determine whether surplus funds in specific areas could be re-allocated either to provide for anticipated over-expenditures or to provide for additional projects.

The method to be followed to obtain approval for financial plan amendments will be determined as per Appendix 1 of this policy.

Finance will ensure that these amendments do not in any way alter operating policies as established by Council in the original budget approval.

A. FINANCIAL PLAN AMENDMENT PROCEDURES

1. Council approval is required for amendments that are greater than \$50,000 prior to Financial Plan amendment entries being made. Amendments less than \$50,000 must be presented to Council with the Financial Plan bylaw amendments.
2. Financial Plan amendments are documented using green BA-1 forms and must bear the signature of the Director of Financial Services and the City Manager prior to being presented to Council for approval. Authority may not be delegated down except where the person delegated to is acting as the person responsible.
3. Financial Plan amendments are entered into the budget by the Financial Planning Manager or a designate. The Financial Planning Manager must review and sign all Financial Plan amendment forms.
4. Financial Plan amendment requests must clearly state the additional expenditures to be made and the funding source to be budgeted.
5. Council approval, prior to a formal budget amendment, is required to add a new capital project with a total cost greater than \$15,000. A funding source must be identified for all new capital projects.

NOTE: PAGE 3 OF THIS POLICY IS AN APPENDIX

REASON FOR POLICY

To define situations and create a process whereby financial plan amendments can be completed while meeting the City's overall internal control objectives.

LEGISLATIVE AUTHORITY

Community Charter

PROCEDURE FOR IMPLEMENTATION

Administered by the Financial Planning branch of the Financial Services Department, as outlined in this policy.



BUDGET AMENDMENT FORM

Department: _____

Prepared by: _____

Project Name: _____

Date (dd/mm/yy): _____

Projected Total Cost of Project: _____

Approved Budget: _____

Budget Amendment Required: 0

BA #	
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JUSTIFICATION FOR BUDGET INCREASE/DECREASE AND PROPOSED FUNDING SOURCE

AMENDMENT REQUEST

BUDGET TO:

Account	Account Description	CostC	Project	Cat 3	WO	Activity	Fund	Location	Amount
Total									0

BUDGET FROM (PROPOSED SOURCE OF FUNDING):

Account	Account Description	CostC	Project	Cat 3	WO	Activity	Fund	Location	Amount
Balance									
Total									0

AMENDMENT AUTHORIZATION

	Name (Print)	Signature	Date (dd/mm/yy)
Manager			
Director			
GM			
City Manager			

APPROVAL (FINANCE ONLY)

	Name (Print)	Signature	Date (dd/mm/yy)
Accountant			
Fin Planning Mgr			
Director of Finance			