



# ADMINISTRATIVE REGULATION

Office of the City Administrator

<b>Number</b>	<b>305</b>
<b>Sections</b>	<b>1-7</b>
<b>Effective Date</b>	<b>8/1/05</b>
<b>Responsible Department</b>	<b>Finance</b>
<b>Review Date</b>	<b>8/1/12</b>

## **SUBJECT: BUDGET APPROPRIATION REVISIONS**

1. **Purpose:** This regulation provides a citywide policy concerning appropriation revisions.
2. **Authority:** Section 401 of the Huntington Beach City Charter.
3. **Application:** This Administrative Regulation applies to all officers and employees of the City of Huntington Beach.
4. **Definitions:**
  - 4.1. **Appropriations** - City Council approved authorization for expenditures.
  - 4.2. **Appropriation Revision** - A change of appropriation from one expenditure account to another in the city's accounting system.
  - 4.3. **Object Category** - Personal services, expenditures, operating expenditures, or capital outlay expenditures as noted in the city's accounting system.
  - 4.4. **Business Unit** - A division within a department that requires a separate grouping of expenditures by object categories (e.g. Finance Department/Accounting, Personal Services).
  - 4.5. **Department** - For appropriation revision purposes, a department is defined as any one of the following:
    - a) Building & Safety
    - b) City Administration
    - c) City Attorney
    - d) City Clerk
    - e) City Council
    - f) City Treasurer
    - g) Community Services
    - h) Economic Development
    - i) Finance
    - j) Fire
    - k) Human Resources
    - l) Information Services
    - m) Library Services
    - n) Planning
    - o) Police
    - p) Public Works
    - q) Any fund other than the General Fund
    - r) The non-departmental account series in the General Fund
    - s) Any other city group or function that may be defined by City Council action or city reorganization as being a separate department

**4.6. Department Head** - The Senior Administrative Officer responsible for a department as defined in Section 4.5.

**5. Policy:**

- 5.1. Appropriation revisions may be made within object categories (like-for-like) of the same department and fund without increasing the total appropriations with the approval of the Finance Director and the Department Head. Appropriation revisions are not required unless the total appropriations for an object category (personal services, operating expense, or capital outlay) are not sufficient to cover fiscal year expenditures within a program.
- 5.2. Expenditures for capital outlay are limited to the specific items included in the adopted budget. Revisions to the specific item require the approval of the City Administrator.
- 5.3. Appropriation revisions may be made between object categories of the same fund without increasing the total appropriation of the fund with the approval of the Department Head, Finance Director, and the City Council.
- 5.4. Any appropriation revision requiring an increase in the total appropriations for a fund shall require approval by the Department Head, Finance Director, City Administrator, and the City Council.

**6. Responsibilities:**

- 6.1. Each respective department has the responsibility for initiating and monitoring its own appropriation revisions.
- 6.2. The Finance Department has the responsibility of insuring that all appropriation revisions carry the proper approvals as defined above, determine the availability of appropriations to transfer, and are properly recorded in the accounting system.
- 6.3. Further restrictions may be made in the annual resolution adopting the budget.

**7. Procedures:**

- 7.1. Each department, upon determining that an appropriation revision is required due to budgetary limitations in a program, shall prepare a Request for Budget Appropriation Revision (Exhibit A). A template will be available on Surfnet under the section "Forms & Templates.) The template is listed as "Budget Appropriation Revision."
- 7.2. Budget appropriation revisions shall include the account(s) to be affected, account descriptions, the dollar amount of the revision, a statement of justification for the requested revision, and the Department Head's signature.
- 7.3. Upon the signature of Department Head, the budget appropriation revision shall be sent to the Finance Department to verify that the approvals obtained for the type of appropriation revision requested are within the scope of this regulation.
- 7.4. If approvals are adequate, the Finance Director shall approve the request and have the revision recorded in the City's accounting system.
- 7.5. Requests for budget appropriation revision requiring the City Administrator's action, in accordance with Section 5, shall be reviewed by the City Administrator, signed if approved, and transmitted to the Finance Department for recording into the city's accounting system.



Penelope Culbreth-Graft, DPA, City Administrator

# EXHIBIT A



# CITY OF HUNTINGTON BEACH

## Budget Appropriation Revision

FUNDS TRANSFERRED FROM:							
Business Unit & Object Code	Subledger	Type	Department	Division Title	Account Category Level 4	Account Description	AMOUNT
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
						<b>TOTAL \$</b>	-

FUNDS TRANSFERRED TO:							
Business Unit & Object Code	Subledger	Type	Department	Division Title	Account Category Level 4	Account Description	AMOUNT
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
			Select Department ▼		Select Level 4 title ▼		
						<b>TOTAL \$</b>	-

**JUSTIFICATION FOR TRANSFER**

**AUTHORIZATIONS**

1	Department Approval	Date
2	Dan T. Villella, CPA, Finance Director	Date
3	City Administrator	Date

**SPECIAL INSTRUCTIONS**

- . All revisions require #1 & #2
- . All revisions to personal services require #1, #2, and #3
- . Changes to total budget of any department or fund requires all the above and City Council approval. Please attach the approved RCA to this revision request.