

**Purpose:**

- 1 This policy establishes the authority levels and guidelines for operating budget revisions provided:
  - (1) The net impact to the budget must be zero.
  - (2) Service levels are not altered.
  - (3) New initiatives are not undertaken.
  - (4) Revisions are not made between General Operations and Utility/Self Supported Operations or between individual Utility/Self Supported Operations, with the exception of the allocation of the salary provision, computer related maintenance, and unplanned work stations. May also occur as result of other similar corporate accounting changes.
  
- 2 This policy establishes the authority levels for operating budget revisions within the following limitations:

Authority Level	Dollar Limit	Area	Time Period
Department Head	\$50,000	Department	Fiscal Year
General Manager	\$100,000	Division	Fiscal Year
Chief Financial Officer	\$200,000	City	Fiscal Year
City Manager	unlimited	City	Fiscal Year

**Policy Statement(s):**

- 3 Once the budget has been approved there shall not be any revisions in the to/from reserve object codes.
  
- 4 Budget revisions shall not be permitted except in the following circumstances:
  - (1) Department Head(s) / General Manager(s)/ Chief Financial Officer can move budget dollars from one or more revenue objects to another revenue object code(s).
  - (2) Department Head(s) / General Manager(s)/ Chief Financial Officer can move budget dollars within personnel object codes from one business unit to another provided the personnel have the same status.
  - (3) Department Head(s) / General Manager(s)/ Chief Financial Officer can move the budgeted personnel hours from one status to another status in any of their business units with written notification from Human Resources and/or according to the Unions Collective Agreement.
    - (a) Resulting changes in any of the budgeted hourly rate, vacation pay will flow in/out of the associated salary provision.
  - (4) Department Head(s) / General Manager(s)/ Chief Financial Officer can move budget dollars from one or more other expenditures and transfers object codes to another other expenditures and transfers object code(s) within their department/division.
  - (5) City Manager approval is required to move budget dollars between revenue, personnel, and other expenditures and transfer object codes.

- 5 City Manager approval is required for the addition of permanent full time or permanent part time staff outside of collective agreement changes.
- 6 Notifications of budget revisions should be made via email to [Budget@reddeer.ca](mailto:Budget@reddeer.ca). Revisions involving personnel object codes must be completed on the 'Personnel Changes' form. The following information must be included in all budget revision requests:
  - (1) The account(s) the funds are being transferred from
  - (2) The account(s) the funds are being transferred to
  - (3) The amount to be transferred
  - (4) Indication of whether the revision is one-time or ongoing
  - (5) Proof of notification to the relevant authority level.

**Definitions:**

- 7 Dollar Limit: The total of the debit transactions, excluding the personnel re-allocations budgeted in the personnel provision object code.
- 8 Revision/re-allocation: Involves a change in the budget, by increasing or decreasing the budget in one or more object codes while decreasing or increasing the budget in another object code(s) without altering the total operating budget of the city.
- 9 Status: Status or definition of position refers to a grouping of employees as either permanent full time, permanent part time or non-permanent.

---

**References/Links:**

- 1 5308-CP Budget Administration
- 2 5321-C Operating Budget

**Scope/Application:**

- 1 This policy applies to all departments, boards and committees, agencies and other organizations that fall within the reporting entity of The City of Red Deer.

**Authority/Responsibility to Implement:**

- 1 The authority to establish and monitor compliance to this policy is the responsibility of the City Manager, Chief Financial Officer, or designate.

**Inquiries/Contact Person:**

- I Direct inquiries to the Divisional Controller or Financial Analyst in the Budgets and Investments area within the Financial Services Department.

**Policy Monitoring and Evaluation:**

- I The Operating Budget Revisions will be evaluated five years from date of approval, a review may also occur any time prior to the five year review date.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: June 19, 2017	"Craig Curtis"	City Manager
Revised: July 13, 2020	"Allan Seabrooke"	City Manager