



## North Bay Village Memorandum

**Date:** May 3, 2021  
**To:** Accounting  
**From:** Public Works  
**Subject:** Budget Amendment Procedure and Budget Amendment Form

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As per the applicable Code Section §35.21, the Village's annual budget may be amended from time to time in the following manner:

*(A) Minor amendments. Transfers between line items within a departmental budget, or decreases in line items, not amounting to more than 5% of the total budget of each department, may be made by the Village Manager by written statement describing the transfers and the reasons therefore. A copy of such statement shall be filed with the Village Clerk and delivered to the Mayor and each of the Village Commissioners. A copy shall also be posted at a conspicuous place in Village Hall. The transfers shall become effective 14 days after posting, unless within that time, the Mayor or any Village Commissioner shall notify the Village Clerk that they wish the transfer placed upon the Village Commission agenda for consideration by the Village Commission. Any transfer considered by the Commission must be approved by majority vote of the Commission.*

*(B) Other amendments. All other budgetary transfers shall be approved by resolution of the Village Commission.*

*(C) Nothing in this section shall authorize the Village Manager to expend unanticipated revenues which may accrue to the Village during the course of the fiscal year, unless and until the unanticipated revenues have been budgeted by the Village Commission."*

The purpose of this Budget Amendment Procedure Memo and Budget Amendment Form is to provide a process for making changes to North Bay Village's budget. This policy applies to all departments having funds appropriated in the Annual Budget Ordinance.

Departments are responsible for monitoring their budgets and determining if a Budget Amendment is necessary. Funds must be available in the appropriate line item prior to purchasing of goods or services. Therefore, Budget Amendments must be fully processed before purchases are made.

**When to initiate a Budget Amendment:**

1. Funds need to be transferred from one line item to another line item within the Department;
2. Department Budget needs to increase or decrease in total;
3. A new Capital Project is established;
4. A Capital Project's Budget needs to be increased or decreased;
5. Additional revenues received that the Department anticipates using to fund current operations.

**Guidelines for completing a Budget Amendment:**

1. Departments must use the Budget Amendment Form (Attached); include, background, current and financial description.
2. The "Explanation for Change" Section on the form must also be filled out;
3. The form should be signed by the Department Head and forwarded to the Finance Department;
4. Chief Financial Officer or designee will review the Amendment request and forward it to the Village Manager or designee;
5. The Village Manager or designee will either approve or deny the request;
6. Budget Amendment requests that increase or decrease the Department's Budget must be approved by Commission.

**BUDGET AMENDMENT MEMORANDUM**

**BACKGROUND**

Funds not budgeted for unforeseen structural problems at 1841 Galleon Street.

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**CURRENT**

**Transferring funds from GL# in Utilities to one GL# in Utilities to cover the**

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To cover the re-shoring and rental of pole shores

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**FINANCIAL**

Transfer funds from: GL#430-30-533-9000 TO: GL#430-30-533-4604

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**NORTH BAY VILLAGE  
BUDGET AMENDMENT FORM**

DEPARTMENT PUBLIC WORKS/UTILITIES	DATE May 3, 2021
FUND(S) TO BE CHANGED	

FUND	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	430-30-533-9000	CONTINGENCY	4,549.55	
	430-30-533-4604	BUILDING MAINTENANCE PWKS BUILDING		4,549.55
			4,549.53	4,549.55

TOTAL (Columns must be equal)

Explanation for Change:

For structural re-shoring, mudsill design and erection of the scaffolding and posts to support existing exterior concrete stair and slab. And for the monthly rental of the posts and scaffolding.

Approved by:

Department Director  Date 05/03/2021

Chief Financial Officer  Date 5/6/2021

Village Manager  Date 5/6/2021