



North Bay Village Memorandum

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

Date: January 29, 2021
To: Ralph Rosado, Village Manager
From: Carlos Noriega, Police Chief
Subject: Budget Amendment

As per the Village 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.

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;*
- 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;*