

F. ADDITIONAL APPROPRIATIONS

PURPOSE

It is the policy of the City Redlands to adopt a balanced budget on an annual basis. A "balanced budget" is defined as a condition wherein total financial sources, excluding any available beginning fund balance and any established reserves, meet or exceed the total financial requirements of the city, excluding onetime capital expenditures. Occasionally, a department may need to increase their budget during the fiscal year.

POLICY

It is the duty of the Finance Director to supervise and be responsible for the disbursement of all public monies and have control over all expenditures to ensure that budget appropriations are not exceeded per Municipal Code No. 2.08.020.

REQUIREMENTS

- Additional Appropriations must be approved by City Council Motion.
- Additional Appropriations must be recommended by the Finance Director, or his/her designee; and the City Manager, or his/her designee.

REQUEST FOR ADDITIONAL APPROPRIATIONS

Departments may request to increase their budgeted amounts by completing a Request for Additional Appropriations Form.

All Forms Must Include:

- Department Requesting
- Related Program
- Account Number (orgkey and object code)
- Account Description
- Amount
- Justification for the Appropriation
- Department Director's Signature

Once the form has been completed and signed it must be scanned and attached to the Request for Council Action via Agenda Quick.

Confirm that your agenda item will be reviewed by the Finance Director, or his/her designee, recommending the Appropriation. If approved, they will sign and forward on to the City Manager's Office for his/her signature recommending the Appropriation.

BUDGET UPDATE

Upon City Council approval, the Mayor will sign the Request for Additional Appropriations, and the Clerk will forward the signed/sealed form to the Finance Director, or his/her designee. The Finance Director will input the Additional Appropriation into the accounting software updating the City Budget.