

Administrative Order



Administrative Order No.: 3-1

Title: Budget Amendments and Transactions

Ordered: 11/6/1962

Effective: 12/1/1962

AUTHORITY:

Florida Statutes, Chapter 129 Section 4.02 of the Metropolitan Dade County Charter.

POLICY:

The budget of a department may require modification due to the necessary expansion of a public service or an unforeseen work load. The Dade County Budget, however, is a legal and binding document and therefore any transaction which requires the transfer of funds between appropriation codes must be properly approved before any allocation or commitment of funds may be made.

Pursuant to Chapter 129, Florida Statutes, all transfers of funds from one state code to another, or from one department to another, must be approved by the Board of County Commissioners.

Transfers of funds within the same state code and within the same department will be subject to the review and approval of the Budget Officer.

Substitutions of budgeted capital outlay items will also be submitted to the Budget & Analysis Division for approval.

PROCEDURE:

Budget Amendments:

To accomplish a transfer of funds from one state code to another, or from one department to another, a Budget Amendment Form (105.02-2) will be completed and submitted to the Budget & Analysis Division in original and three copies.

The Budget & Analysis Division will review and process the request. If it is determined that the request is justified and that the requisite funds are available, the budget amendment will be placed on the commission agenda for approval.

Upon approval by the commission, certification of approval will be made on Form 105.02-2 by the Clerk of the Board. The original will be returned to the Budget & Analysis Division, one copy forwarded to the Finance Department, and one copy returned to the initiating department.

Budget Transactions:

For an intradepartmental transfer of funds within the same state code, the requesting department will complete and submit the Budget Transaction Form (105.02-3) to the Budget & Analysis Division in original and three copies.

On review and approval of the request by the Budget Officer, an approved copy will be transmitted to the initiating department and to the Finance Department for the requisite appropriation change.

Capital Outlay Substitutions:

For a substitution of budgeted capital outlay, the "Substitution of Budgeted Capital Equipment" Form (105.02-4) will be submitted to the Budget & Analysis Division in original and two copies. On approval by the Budget Officer an approved copy will be returned to the initiating department.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Irving G. McNayr
County Manager