



LG506 Expenditure Variations – Operating Budget

Key Focus Area
Leadership and Governance

Responsible Directorate
Office of the Chief Executive

Relevant Council Delegation
Nil

Purpose

To provide the guidelines for authorising variations to the Annual Budget.

Policy

Employees cannot commit expenditure unless it is provided for in the Annual Budget, except where Council authorise the expenditure by Council Resolution.

Where expenditure exceeds the annual budget:

1. Funds are available to be reallocated from within the business unit, this reallocation may be authorised by the business unit manager.
2. Funds are available to be reallocated from within a program, this reallocation may be authorised by the CEO.
3. All other reallocations must be authorised by Council Resolution.

Where reallocations are made in terms of one and two, these must be included in monthly financial report to Council.

Administration is to undertake a budget review six months into the financial year and make recommendations to Council on reallocation of funds based on priorities identified by Administration and Council during the period of the review.

Document Control Box			
Business Unit:	Finance		
Legislation:	Nil		
Organisational:	Nil		
Review Frequency:	Annual	Next Due:	2021
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	7 July 2009	182/09
2.	Reviewed	5 October 2010	210/10
3.	Reviewed	10 December 2013	360/13
4.	Reviewed	9 December 2014	203/14
5.	Reviewed	13 December 2016	206/16
6.	Reviewed	18 December 2018	228/18