

Polk State College Procedure

Subject	Reference	Date	Number
Budget Amendments	6Hx21 5.05	10/2/18	6004

Purpose - To provide a procedure for amending college budgets in accordance with Board Rule 6Hx21 5.05.

The President has the authority to develop administrative procedures regarding the approval of amendments.

Definitions:

General Ledger Class – This is the first digit of the five-digit code used to properly account for salaries, benefits, purchases, etc. An example would be the general ledger code for travel is 60502. The general ledger class would be 6 or 600's. For the purposes of the budget amendments, the following general ledger classes are used:

- 4 or 400's – Revenues
- 5 or 500's – Personnel or Payroll
- 6 or 600's – Current Expenses
- 7 or 700's – Capital Outlay Expenses

Amendment – Transfer of budget from one general ledger class to another. An example would be transfer of budget from current expenses (600's) to capital outlay (700's) to purchase a laptop.

Reallocation – Transfer of budget within the same general ledger class. An example would be transfer of budget from the travel account (600's) from Facilities to travel (600's) in Information Technology.

Permanent – A permanent amendment is one where the impact of the amendment will be carried forward into the next year's base budget. This class of amendment would be used if budget was to be transferred from travel to office supplies, and this is to be reflected in the next year's initial budget.

Temporary – A temporary amendment is one where the impact of the amendment will not be carried forward into the next year's base budget. This class of amendment will be used for any one-time amendments that are to only be reflected in the current budget.

Document flow – The following indicates the flow of the electronic budget amendments:

Budget amendments will be submitted electronically and classified as Permanent or Temporary and Amendments or Reallocations in accordance with the definitions above. Once submitted, amendments will be approved electronically by the originating department and appropriate Budget Head prior to being forwarded to the Accounting Department. Once received in the Accounting Department, budget amendments will be approved as indicated below:

Approvals – All budget amendments and transfers are reviewed for proper supporting documentation (if applicable) by senior accounting staff before posting to the general ledger.

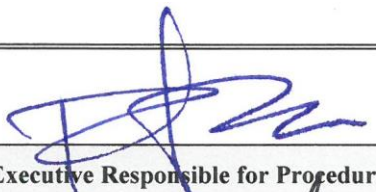

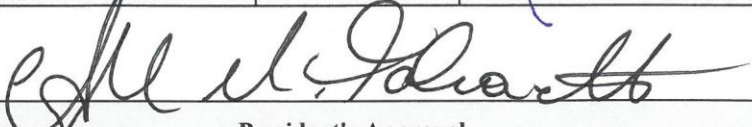
The only exception to this would be the following two types of amendments which require approval by both the President and the District Board of Trustees:

1. Amendments that transfer funds from the Current Unrestricted Fund (Fund 1)
2. Amendments which cause the unencumbered fund balance to be inconsistent with the guidelines specified in Section 1011.84(3)(e), Florida Statutes

Amendments of grant budgets are subject to the provisions of the original grant and associated grantor restrictions.

The President will provide a summary of the budget amendments and reallocations approved each month as part of the monthly financial report to the District Board of Trustees.

History: Adopted: 02/01/74; renumbered 10/31/80
Revised: 02/09/84; 10/26/87; 08/24/92; 12/21/99; 9/25/07; 7/8/11; 10/2/18

	10/5/18		10/5/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/8/18
President's Approval			Date