

**Provo City School District**  
**Policy Series 6000 Finances and Operations**



**6020 P1**

**Budget Administration**

1. Budget Increases/Amendments

Budget increases or amendments to the budget are adjustments that usually occur as a result of unexpected levels of revenues or expenditures in certain categories, or as a result of additional District-mandated initiatives that were unable to be captured in the initial Board-approved budget prior to the commencement of the fiscal year.

**Budget Increase Requests/New Programs or Initiatives**

- All budget increase requests related to a new program or initiative require the completion of Form 6020 F1 – Budget Proposal/Request & Planning. This form captures information regarding the specific programmatic needs, how the additional budget will tie in to Board and District goals, proposed sources of funding, effectiveness evaluation methods, and other information required by District Administration and the Board of Education in order to properly assess the validity of the budget increase request. This form must be approved by District Council if the request is for over \$10,000 of new expenditures without new revenue to match, as well as the Board of Education if the request exceeds \$50,000 for either revenue or expenditures. Once approved, the form and supporting documentation must be sent via physical copy or email to the Budget office so that the appropriate changes can be made to the adopted budget.

**Other Budget Amendment Requests**

- Occasionally, the District will be notified of increased funding levels for existing programs/grants, or new monies that have been made available for our use. In these instances, the Budget Office must be notified of these funding changes so that the necessary approvals can be sought by District Administration and the appropriate changes to the adopted budget can be made. The Budget Office will complete from 6020 F2 – Budget Increase/Decrease and source the necessary approvals from District Administration. Any budget change resulting in new expenditures without matching revenues of \$10,000 or greater must receive approval from District Council prior to the change being made. Any adjustment of \$50,000 or greater in either expense or revenue must also receive Board approval.

2. Budget Transfers

- Budget Transfers are used to re-classify expenditures from one account to another. These transactions generally occur within any given program and constitute minor changes to spending levels at the object code level (Ex. Supplies vs Purchased Services, Travel vs. Technology).

#### Budget Transfer Requests/Processing

- In order to process a budget transfer request to shift money from one object code to another, form 6020 F2 must be completed, specifying the accounts involved, the current budgets for those accounts, as well as the justification for the change in budget. All requests must be approved by the appropriate supervisor and returned to the Budget Office in either paper or electronic form for processing. Budget transfer requests made electronically through the District financial system's approval process will also be accepted.

Adopted: February 12, 2019