



**CHICO AREA RECREATION AND PARK DISTRICT**  
**BUDGET APPROPRIATION TRANSFER POLICY**  
August 21, 2014

PURPOSE

To define the level of budgetary control and appropriation transfer authority for the Chico Area Recreation and Park District. This policy will memorialize the practices of budget appropriations transfers made after the annual final budget has been approved.

POLICY

Approval for budget transfers and revisions to the final budget may be made as follows:

- Transfers between funds (i.e. General Fund to Assessment Districts, etc.) require approval of the Board of Directors by a 4/5<sup>th</sup> vote.
- Utilization of Fund Balance Reserves requires approval of the Board of Directors by a 4/5<sup>th</sup> vote. These are subject to the Fund Balance Policy approved by the Board of Directors.
- Utilization of the Contingency Account requires approval of the Board of Directors by a 4/5<sup>th</sup> vote.
- Appropriations of unanticipated revenue require approval of the Board of Directors by a majority vote.
- Cancellation of a budget appropriation requires a majority vote of the Board of Directors.
- Transfers between classifications of expenditures require approval of the Business Manager and the General Manager. These include reclassification transfers between:
  - Salaries and Benefits
  - Service and Supplies
  - Contributions to Other Agencies
- Transfers between revenue classifications require approval of the Business Manager and the General Manager. For example, a reclassification of afterschool revenue to afterschool grant revenue could be approved under this provision.