Transfer / Reallocation / Redistribution of Funds

The Town Council of the Town of Herndon, by adoption of the annual budget, approves the following procedures for the transfer, reallocation, or redistribution of approved expenditures.

Department Heads and Directors

Except as outlined under Clarifications below, ~~D~~department heads and directors are authorized to transfer/reallocate/redistribute any amount, up to $100,000 of the approved operations, maintenance, and capital funding between approved expenditure accounts within their respective departments in the General Fund, other Governmental funds and Enterprise Funds ~~only, except for salary and benefit accounts~~. Requests in excess of $100,000 must be approved by the town manager. Requests in excess of $200,000 must be submitted to the town manager for review, and to Town Council for approval.

Requested transfers from salary or benefits accounts of any amount must be submitted to the town manager for review and approval. Except as outlined under Clarifications below, ~~R~~requirements in excess of ~~$100,000~~ $200,000 must be submitted to the town manager for review, and to the Town Council for approval.

Town Manager

The town manager is authorized to approve the transfer/reallocation/redistribution of governmental and enterprise fund monies within a department or between departments in the same fund. Actions may be within or between the personnel, operations and maintenance and capital outlays/projects accounts. Except as outlined under Clarifications below, ~~T~~the total amount of each approval shall not exceed ~~$100,000~~ $200,000 and multiple transfers to the same account cannot exceed a total of ~~$100,000~~$200,000. Requirements in excess of ~~$100,000~~ $200,000 must be submitted by resolution to the Town Council for approval.

Clarifications

Certain updates to the adopted budget are exempted from the policies outlined above. These exceptions include 1) correction of a budget load error, 2) transfers required by changes and updates to the existing ledger structure and account codes, and 3) the impact of approved staff reorganizations.

Town Council

As outlined above, ~~T~~the Town Council retains the responsibility and authority to approve by council action all transfers/reallocations/redistributions in excess of ~~$100,000~~$200,000, and all budget amendments, including transfers between funds. In addition, only Town Council can authorize the reallocation of available reserve account funding when the reallocation is for a purpose other than the originally intended purpose of the reserve account.