TOWN OF HERNDON, VIRGINIA
TOWN COUNCIL

RESOLUTION

DECEMBER 9, 2025

Resolution- to amend the adopted Fiscal Year (FY) 2026 Budget Policy related to transfer/reallocation/redistribution of funds.

Each year, the Town of Herndon's adopted fiscal year budget contains a policy related to transfers, reallocation and redistribution of budgeted funds during the fiscal year. In adopting this resolution, the Town Council has considered the Town Manager's recommended modifications as described in Attachment A, Adopted Budget Policy-Transfer/Reallocation/Redistribution of Funds.

THEREFORE, BE IT RESOLVED by the Town Council of the Town of Herndon, Virginia that:

1. The amended language in the FY 2026 Adopted Budget, as described in Attachment A, Adopted Budget Policy-Transfer/ Reallocation/ Redistribution of Funds to this resolution, is approved.

2. This resolution shall be effective after the date of its adoption.

A Copy – Teste:

Margie C. Tacci
Deputy Town Clerk

TOWN OF HERNDON, VIRGINIA 1879

MOTION: **Hedrick**
SECOND: **Reyes**
RE: **Resolution 25-G-69**
ACTION: **Adopted**

Votes

Ayes: del Aguila, Garcia, Hedrick, Lloyd, Reyes, Mayor LeBlanc
Nays: None
Absent from Vote: Alam
Absent from Meeting: Alam

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, 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. 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, requirements in excess of $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, the total amount of each approval shall not exceed $200,000 and multiple transfers to the same account cannot exceed a total of $200,000. Requirements in excess of $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, the Town Council retains the responsibility and authority to approve by council action all transfers/reallocations/redistributions in excess of $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.