

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT:** Budget Adjustment

**SECTION NO.:** 4.02.01

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**EFFECTIVE DATE:** 9/14/09

**PURPOSE/APPLICATION:** To identify the parameters and the authority for making line item adjustments/transfers in the KCTA Budget.

**POLICY STATEMENT:** The KCTA Board of Directors may permit the Executive Director of the Authority or his or her approved designee to make line item adjustments or transfers in the KCTA budget during the fiscal year. Those adjustments shall not exceed \$5,000. Any adjustments in the budget must be reported to the Board through the Budget Review Committee. The KCTA Board must approve changes exceeding \$5,000. Changes in the approved budget may not cause total estimated expenditures to exceed total estimated revenues.

**IMPLEMENTING PROCEDURES:** Adjustments and transfers not exceeding \$5,000 may become necessary when,

- Certain line items are under spent while others are over spent
- Certain expenditures do not line up with approved budget line items
- New line items are required that accurately reflect expenditures

**REFERENCES:**

Michigan Department of Treasury, Uniform Budget Manual for Local Units of Government, August 2001

**APPROVAL:**

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KCTA Board Chair

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KCTA Secretary