



LEETON SHIRE COUNCIL
Preserving the Past, Enhancing the Future

LEETON SHIRE COUNCIL POLICY

FINANCE – SUPPLEMENTARY BUDGET ALLOCATIONS

PREAMBLE

This policy has been developed:

- (i) To ensure that appropriate consideration is given to requests for supplementary expenditure.
- (ii) To clearly identify the funding of services and facilities in reports to Council

POLICY & PROCEDURE

When a member of Council or staff raises a matter that involves a request for supplementary allocation of funds that are not included in the budget, the following procedure shall apply:-

- 1 The matter be referred to Senior Management Team (SMT) for consideration, which will investigate possible sources of funding.
- 2 Following SMT's deliberations the matter is either reported back to Council with an appropriate recommendation for Council's consideration, or referred to the next budget review for consideration and determination by Council.
- 3 **All** reports involving the expenditure of Council's financial resources will clearly identify the source of funding of the proposed service or facility.

NOTE: *This Policy does not apply to matters of a minor and insignificant nature if the expenditure is able to be financed from within existing budgetary allocations and subject to directors authorizing such expenditure within their directorates and the General Manager authorising such expenditure from working capital provided that any amounts exceeding \$10,000 are reported in the next quarterly budget review with advice on what vote has been utilized.*

Policy History:

Date of Adoption/Amendment	Resolution Number
23 October 2002	02/568
26 June 2013	13/136
22 February 2017	17/018