

Council Policy 5

Effective Date: 12/14/2007

Revised: 9/2015, 12/2022, 12/2025

Expiration: 12/2028

**BUDGET ADJUSTMENTS****Purpose:**

As with any organization, unanticipated issues may occur which require adjustment of the adopted budget. Procedures are needed to accommodate unexpected changes.

POLICY**Policy Statement:**

The LHTAC Administrator has the discretion to operate within the approved annual budget as deemed necessary to ensure the smooth running of the organization.

Guidelines:

1. This policy does not supersede the approval limits established in Council Policy 1 "Acquisition and Disposal of Equipment".
2. If a budget line item is over the budgeted amount by \$25,000 or more, an amended budget will be prepared and approved by council.
3. If additional capital expenses, a new line item, or additions in personnel are required, an amended budget will be presented to council for approval.



Kevin Renfrow, Chair
Local Highway Technical Assistance Council