



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No.	331	Date Issued:	March 18, 1993
Section:	300 – Fiscal Policies	Date Revised:	October 26, 2023
SUBJECT: BUDGET CHANGES			
APPROVED:	<u><signed copy on file></u> Board Vice Chair		

- 1.0 The General Manager may execute Operating budget line item transfers within the following major budget object levels, as long as the total expenditures of each major budget object level remain unchanged.
 - 1.1 Salaries and Benefits
 - 1.2 Services and Supplies
- 2.0 The General Manager may execute changes in the Operating budget Fixed Asset major budget object level as to quantity, type, and cost as long as the total amounts approved by the Board of Directors are not exceeded.
 - 2.1 Substitutions shall be limited to a unit cost of no more than \$1000.
 - 2.2 Substitutions shall be reported to the Board at the next regularly scheduled meeting following the action.
- 3.0 Formal action by the Board of Directors is required in order to execute the following changes and/or transfers:
 - 3.1 All Operating budget transfers between major budget object levels as described in Sections 1 and 2 of this policy.
 - 3.2 Transfers from Contingencies.

- 3.3 Any transfer of prior year appropriations to current year appropriations.
- 3.4 Any change or modification to the Capital budget.
- 3.5 Any change or modification to the Debt Service budget.
- 3.6 Any change that would result in an increase in the total amount of approved and budgeted expenditures.
 - 3.6.1 Changes to the annual operating budget that result in an increase in excess of the Bay Area All Consumer Price Index from the previous calendar year will require unanimous approval of the Board of Directors.