



OFFICE OF THE  
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Administrative Instruction  
Section IV  
No. 5

**Administrative Instructions**  
**Budget Amendment Resolutions**

Supersedes: July 20, 2000, February 13, 2001

Effective Date: August 1, 2005

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Purpose

The purpose of this Administrative Instruction is to ensure that City funds are budgeted and monitored prudently, and that new funding requests have gone through financial review prior to processing.

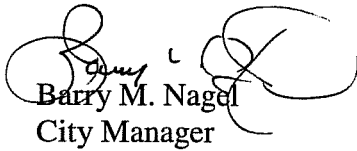
Policy

The City of South San Francisco is committed to provide funding for projects and operating budget needs, assuming funding availability. Midyear budget amendments should have the same budget review as formal budget submittals made as part of the annual budget process.

Procedures

Prior to departments submitting a draft staff report to the City Attorney's Office for preparation of a budget amendment, the department should submit a draft staff report to the Finance Director for review and comment along with the attached form. The Finance Department is responsible for determining whether adequate funds exist for the budget amendment, and the financial impact on the City if the amendment is approved. The Finance Department should be consulted prior to forwarding a copy of the draft staff report to the City Attorney's Office. The City Attorney's Office will not process budget amendment requests without the Department's review and approval.

Departments should anticipate extra time for budget amendment preparation in order to meet Council agenda deadlines.



Barry M. Nagel  
City Manager

Dated: August 1, 2005