



## Amending a Budget

### CITIES, TOWNS AND TOWNSHIPS

Legal requirements can be found in State Code 10-6 for Cities and Townships, 10-5 for Towns

- Department heads, with the consent of the Budget Officer, may transfer any unspent amounts within their department at any time without the approval of the governing board
- If the governing board determines that the budget needs to be amended, it places the intent to amend the budget on the agenda of a regular or special meeting
- If a proposal to amend the budget does not include an increase of the total expenditures within any fund, no public hearing is required.
- If no public hearing is required, all members of the governing board who have not previously waved the requirement to do so, must be notified of the proposed action at least 5 days prior to the meeting where the action will be considered.
- If a public hearing is required, the notice is posted at least 7 days prior to the date of the hearing
  - On Utah Public Notice Website
  - In local newspaper, if one exists
  - On entity website, if one exists
- The proposed budget amendment is made available to the public at least 10 days prior to hearing
- All governmental funds in the proposed budget must balance in one of the following ways:
  - Total revenues = total expenditures
  - Total revenues + contribution from fund balance = total expenditures
  - Total revenues = total expenditures + contribution to fund balance
- All transfers to or from other funds must net to zero
- Transfers with other funds must indicate which fund the transfer is going to or coming from or provide a separate schedule of transfers that accomplished the same clarity
- If there is a deficit fund balance in a fund at the close of the last completed fiscal year, appropriate amounts in the current budget equal to:
  - At least 5% of the total revenue of the fund in the last completed fiscal year; or

- If the deficit is equal to less than 5% of the total revenue of the fund in the last completed fiscal year, the entire amount of the deficit
- ☐ The public hearing is held on the appointed date
- ☐ Governing board considers making final adjustments
- ☐ Governing board adopts the amended budget
- ☐ Make amended budget available to the public
- ☐ If the amended budget contains a subsidy transfer out of an enterprise fund
  - Within 7 days after adoption
    - Post specific enterprise fund data to entity website, if one exists
    - Post specific enterprise fund data to all social media accounts of the entity
  - Within 30 days after adoption
    - Submit specific enterprise fund information to State Auditor
  - Within 60 days after adoption
    - Mail a notice of decision to transfer to users
    - Email a notice of decision to transfer to users if bill is sent via email