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Policy Name: Amendment of the Operating Budget

Policy Number: G-1

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Administration & Finance

Most Recent BOT Approval Date: May 2010

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Finger Lakes Community College shall ensure compliance with Article 126 of the New York Education Law, the corresponding Education Department regulations, and the Department's Code of Standards and Procedures for the Administration and Operation of Community Colleges.

Where necessary and feasible within the total dollar amount of the operating budget, the Finger Lakes Community College Board of Trustees or designee may approve an amendment to or transfer of appropriations from one function or object of expense account to another within the operating budget.

Where a proposed amendment of the FLCC operating budget will require an increase in the total dollar amount of the operating budget, said amendment must be presented to the FLCC Board of Trustees and Ontario County Board of Supervisors for review and approval.

Mid-year Request for New Unbudgeted Positions

Where necessary and feasible within the total dollar amount of the operating budget, the Finger Lakes Community College Board of Trustees or designee may approve a transfer of appropriations to fund a new temporary or permanent position.

Where a new unbudgeted permanent part-time or full-time position is proposed, the College President must approve a requisition specifying the position justification and funding source.

Reason(s) for Policy:

This policy sets forth the requirements for amendments to the Finger Lakes Community College operating budget, and when new mid-term unbudgeted personnel services are proposed.

Applicability of Policy:

All members of the College community should be familiar with this policy.

Definitions:

Operating Budget: the College's final operating budget as approved by Ontario County and the SUNY Board of Trustees as described in the FLCC Policy on Development, Adoption and Acceptance of the Operating Budget

Budget Transfer: The transfer of funds from one function to another within the limits of the authorized budget total

Budget Amendment: An authorized increase to the authorized budget total as adopted by the FLCC Trustees and the Ontario County Board of Supervisors

Related Documents:

- NYS Education Law Article 126
- NYS Education Department Regulations, 8 NYCRR, Part 602
- FLCC Policy on Development, Adoption and Acceptance of the Operating Budget
- FLCC Policy on Operating Budget Transfers
- FLCC Position Requisition FOR New Personal Services
- FLCC Operating Budget Transfers policy

Procedures:

None

Forms/Online Processes:

None

Appendix:

None