



Prepared By: Finance

Effective Date: October 13, 2020

Council Resolution No.: 20-392

References:

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**POLICY STATEMENT**

To allow for efficiencies in financial controls by delegating specific budget adjustment authority to certain staff members.

**PURPOSE**

This policy shall identify the staff authorized to make budget adjustments where service levels, programs or projects will not be materially affected.

**SCOPE AND GUIDELINES**

This policy applies to the Director of Finance of the Town of Olds who has been authorized by Council to have authority to make financial budget adjustments where:

- Service Levels will not be impacted
- No additional revenue is required, and
- Net bottom line is not affected

In all other circumstances requests for budget adjustments must be presented to Council for approval.

**RESPONSIBILITIES**

The Chief Administration Officer or his delegate is responsible to administer this policy within the terms and conditions established.

*Approval Date: May 23, 2017 Motion 17-223*