

Adopted: May XX, 2026  
Revised:

# MILWAUKEE METRO FIRE RESCUE CORP.

## ADMINISTRATIVE POLICY AND PROCEDURE

### Budget Amendment and Transfer Policy

#### Purpose

To provide uniform direction for the modification of the adopted budget.

#### Policy

Change in circumstances after budget adoption may require an amendment or transfer within the Corporation’s adopted budget. An amendment is defined as a change that would increase the total authorized expenditure amount or cause a change in fund balance (i.e. the change does not net to zero). A transfer is a reclassification of expenditures or revenues that has no impact on the adopted total budget amount or the fund balance of the Corporation.

Budget control is defined as the level of the chart of accounts at which this policy applies and is set at the “Character Code” level which corresponds to the first two digits of the object. For example, all objects in the 62\*\* series are part of the 62 Character Code designated for services. Below is a partial listing of the objects in this series. The Corporation could be over in 6203-Consulting Services but under budget in 6204 – Legal Service and no amendment or transfer would be needed. An amendment or transfer would only be needed if all the 62\*\* objects combined exceeded the 62\*\* budget.

Object	
<a href="#">Add Object</a>	<a href="#">Clear filter(s)</a> Rows per page: 100 ▾ 16 of 16
Code ^	Description
<input type="text" value="62*"/>	<input type="text"/>
6201	SUNDRY CONTRACTUAL
6202	GENERAL SERVICES
6203	CONSULTING SERVICES
6204	LEGAL SERVICES
6205	BLDING & INFRSTRCTRE REPAIRS
6206	EQUIPMENT REPAIRS
6207	MARKETING SERVICES

There are three levels of fund transfers, each requiring a different approval prior to execution. The required approvals are:

Level One: Fire Chief or President

Level Two: Fire Chief or President and Treasurer

Level Three: Fire Chief or President and Treasurer and Corporation Board of Directors

The following accounts shall be Restricted Character Codes:

<u>Code</u>	<u>Account Name</u>	<u>Code</u>	<u>Account Name</u>
50	Regular Pay	64	Fixed Charges
51	Overtime	65	Support Service Charges
52	Fringe Benefits	66	Other Expenses
5190	Off-time	70	Capital Outlay

The following defines the three transfer levels permissible under this policy:

**LEVEL ONE:** A balanced transfer of \$10,000 or less for any one single purpose in which the source and purpose accounts are not a Restricted Character Code and there is no change in the total adopted budget expenditures.

**LEVEL TWO:** Any of the following:

- A. A balanced transfer of \$10,000 or less for any one single purpose in which the source and purpose accounts are a Restricted Character Code and there is no change in the total adopted budget expenditures.
- B. A balanced transfer in excess of \$10,000 but less than \$25,000 for any one single purpose in which there is no change in the total adopted budget expenditures.
- C. A transfer equal to 50% of revenue that is unbudgeted and unrestricted. For any such revenues, 50% received shall be transferred to the contingency fund, and the remaining 50% is eligible for transfer. A transfer under this provision for any one single purpose may not exceed \$50,000.

**LEVEL THREE:** A transfer other than a Level One or Level Two transfer.

All fund transfers will be entered into the Corporation's financial software system and routed for electronic workflow approval with supporting documentation.

## Change Log

Date	Change
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