

**The City of Calgary**  
**Summary of Changes to CFO006 Budget Reporting Policy**  
**April 2019**

**MAIN CHANGES**

<b>Section</b>	<b>Summary of changes</b>	<b>Reference – Current policy</b>	<b>Reference – Revised policy</b>
Format	Adopting a new format for Council Policy as required by City Clerks' Office	-	-
Introduction	Removed the background section and realigned/revised content under the policy statement, purpose and applicability sections.	Background, Purpose	1, 2, 3
Operating and Capital	Separate sections for operating and capital budget to better reflect the inherent difference between operating and capital and reduce confusion in budget reporting requirements and processes.	-	Operating: 5.1 Capital: 5.2
Operating and Capital	Increasing the current Administration approval limit for net departmental over-expenditures, budget adjustments and transfers to <u>\$400,000</u> from <u>\$200,000</u> .	Policy 1, 2, 4, 5	5.1.1, 5.1.2, 5.1.4, 5.2.2, 5.2.4
Operating and Capital	Clarifying wording around General Manager and City Manager approvals (e.g. changing "City Manager and General Managers can" to "City Manager and General Managers each can")	Throughout the policy	Throughout the policy
Operating	Adding a new \$2 million gross expenditure threshold for operating budget adjustments.	Policy 2	5.1.2
Operating	Reflecting a new environment of Service Plans and Budgets.	Policy 1, 2, 4	5.1.1, 5.1.2, 5.1.3, 5.1.4
Operating	Changing the threshold for budget transfer from " <u>minimal net corporate impact</u> " to " <u>net zero corporate operating budget impact</u> "	Policy 5, 5.a	5.1.5, 5.1.5.a
Operating	Adding a reference to CFO004 (Multi Year Business Planning and Budgeting Policy) to provide additional context on the carry forward of unfavourable departmental variances.	Policy 6	5.1.6.b
Capital	Replace "authorize cash flow timing changes" wording with "authorization to make expenditures".	Policy 3	5.2.1
Capital	Remove Corporate Budget Officer and add <u>Director of Finance</u> for authorization of expenditures exceeding the adopted budget up to \$100,000 per project per calendar.	Policy 3.a	5.2.1.c

<b>Section</b>	<b>Summary of changes</b>	<b>Reference – Current policy</b>	<b>Reference – Revised policy</b>
Capital	Provide additional detail on capital budget transfers (e.g. reorganizations and transfers to and from capital savings).	Policy 5	5.2.2
Capital	Adding a policy on relinquishments (Authorization level and thresholds)	-	5.2.3