The County of Yuba

TO: Finance and Adminstration Commitee

FROM: Assistant County Administrator, Sean Powers

SUBJECT: County Administrator: Adopt amendment to Budget Adjustments Policy B-4 and add Policy B-Definitions to the Yuba County Administrative Policy and Procedures Manual. (Ten minute estimate)

DATE: March 25, 2025

NUMBER: 147/2025

Recommendation
Adopt amendment to Budget Adjustments Policy B-4 and add Policy B-Definitions to the Yuba County Administrative Policy and Procedures Manual.

Background & Discussion
The Administrative Policy & Procedures Manual provides guidelines for County staff and leadership in procedural matters affecting all County departments and should be updated periodically to reflect changes to Board policy and current administrative practices.

The purpose of the Budget Adjustments Policy B-4 is to provide written rules and guidelines to all County employees including elected officials, department heads (elected and appointed) for making budget adjustments after budget adoption by the Board of Supervisors.

A new policy, Budget Definitions Policy, Policy Number B-Definitions, is to provide consistent definitions for all Section B – Budget and Fiscal Matters in the Administrative Policies and Procedures. Most of the existing definitions were included in the Budget Adjustment Policy, B-4 and are proposed to in a new section.

In the last several months, the offices of the County Administrator, Auditor-Controller, County Counsel, and key fiscal staff have been working together to revise the Budget Adjustment Policy for better clarity and the meet evolving needs of the County in the budget process. These changes also reflect updates for the County's new financial system that went online in July 2024.

Attachments
147/2025 Revised Budget Adjustments Policy B-4

147/2025 Revised Budget Adjustments Policy B-4 with Tracked Changes
147/2025 New Budget Definitions Policy B-Definitions