

**CAYUGA COUNTY POLICY MANUAL**  
**Section 53**

**Subject:** Transfer of Funds Within Departments' Contractual Accounts

**Effective Date:** 5/25/10; Res. 255-10

**Supersedes Policy of:** Resolution 688-06 of 12/19/06

**Policy Title:** Transfer of Funds Within Contractual Accounts

**Objective:** To authorize the County Administrator, who functions as the County Budget Officer, to approve the annualized transfer of funds within departments' contractual accounts (.400) up to \$5,000.00.

**AMENDED 9-26-17 – Resolution NO. 313-17**

**POLICY:** “The County Administrator is hereby authorized to approve or deny the transfer of funds within a department's .400 Contractual Accounts up to \$5,000.00. **The County Administrator is further authorized to approve or deny the transfer of funds within the .400 Contractual Accounts up to \$5,000 between the various departments managed by the Superintendent of Buildings and Grounds.** Any amount over \$5,000.00 goes to the appropriate committee by resolution for approval.”

**Note:** Policy shall be reviewed periodically by the County Administrator or his/her designee. Any revisions approved by the Legislature shall be distributed to departments.