

**GLOUCESTER, SALEM, CUMBERLAND
COUNTIES MUNICIPAL
JOINT INSURANCE FUND
Administrative Polices & Procedures**

Date Adopted: _____

POLICY: Budget Amendment Policy

PURPOSE: To establish appropriate purposes and timelines for the Budget Amendments

During the course of each Fund Year it becomes necessary to amend the Fund's budget due to circumstances that were normally unforeseen by the Fund at the time the budget was adopted. Amending the budget requires that each member of the Fund receive a copy of the proposed amendment for posting on the member's official Municipal Bulletin Board. In addition, the proposed Amendment must be advertised as a Legal Notice in the Fund's three official newspapers. Therefore, for purposes of efficiency, it is in the best interest of the Fund to limit the number of times that the Fund amends its budget during the year. To accomplish this goal, the following guidelines shall be used in determining when and why the Fund Budget shall be amended:

- If a new member joins the Fund effective January 1st of a new Fund Year, the Fund shall amend the budget to include the new member's exposures as soon as practical following the commencement of the new year.
- For other amendments to the budget necessitated by changes to RMC agreements from the previous year, changes in member excess coverage limits or the addition of a new operational exposure that requires the addition of loss funding to the budget, the budget amendment process shall be completed no later than June 1st.
- All other proposed amendments, for whatever purpose, that are brought to the attention of the Executive Director's office after June 1st shall be reviewed with the Finance Committee to determine the appropriate method to address the situation.