

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 5.1.1
2. SUBJECT: *Budget Preparation and Adoption*
3. POLICY: It is the policy of the District to plan for and establish its budget in a smooth, orderly process. This Policy and Procedure is established to define that process.
4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief, District Secretary and officers of the District.
5. RESPONSIBILITIES:
  - A. The District Fire Chief and the District Secretary shall be responsible for preparing a preliminary Budget for the Board of Commissioners each year.
6. PROCEDURE:
  - A. This preliminary budget will be presented to the Board on or about October 15 of each year.
  - B. In preparing the preliminary budget, the District Fire Chief and the District Secretary shall:
    1. Work with the County's assessor's office to estimate tax revenues for the coming year.
    2. Work with various employees of the District who have program responsibility to determine their needs for the coming year.
    3. Work with vendors and suppliers (as necessary) to determine cost changes for the coming year.
  - C. After receiving the preliminary budget, the Board of Commissioners shall convene one (or more) public meetings for the purpose of reviewing and adopting the Final Budget.
  - D. The District Secretary shall be responsible for filing the adopted budget with the correct county and/or state authorities.