

POLICY TITLE: Budget Preparation
POLICY NUMBER: 2040

2040.1 An annual budget proposal shall be prepared by the Fire Chief and the Budget Advisory Committee. The budget shall include estimated revenues for each revenue account the District expects to record revenue to. All estimated revenue accounts shall be totaled to calculate total estimated revenue. Cancellation of reserves and other financing sources shall be subtotaed separately then added to total estimated revenue to calculate total financing sources.

2040.2 The budget shall include appropriation amounts for each expenditure account the District intends to record expenditures to. All appropriations for expenditures shall be subtotaed at the object level as indicated below and then all object level subtotaes shall be totaled to calculate total appropriations. Provision for reserves and other financing uses shall be subtotaed separately then added to total appropriations to calculate total financing uses.

2040.3 Total financing sources must equal total financing uses.