Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.1.01

2. SUBJECT: ***Budget Preparation and Adoption***

3. POLICY: It is the policy of the District to plan for and establish their budget. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief or designee, District Secretary as well as District personnel.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee 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 at the regular monthly meeting for Board of Commissioners in September of each year.

   B. In preparing the preliminary budget, the District Fire Chief or designee and the District Secretary shall:

      1. Collaborate with the County's assessor's office to estimate tax revenues for the upcoming year.
      2. Collaborate with the District's personnel, specifically employees responsible for various programs, to determine the District's requirements for the upcoming year.
      3. Collaborate with the District’s vendors and suppliers, as necessary to determine cost changes for the upcoming year.

   C. After receiving the preliminary budget, the Board of Commissioners shall convene a public hearing per regulatory requirements for the purpose of reviewing and adopting the Final Budget.

   D. The District Secretary shall be responsible for filing all regulatory paperwork for tax revenue including the adopted budget with the county and/or state authorities.