



LAC LA BICHE COUNTY POLICY

TITLE: ANNUAL OPERATING & CAPITAL BUDGET	POLICY NO: CS-10-011
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, FINANCE	NEXT REVIEW DATE: JULY 13, 2010
SPECIAL NOTES/CROSS REFERENCE: CS-013, CS-12-013	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County Council, with information provided by Administration, will strive to approve the future year’s operating and capital budget by November 30 of the current calendar year.

PROCEDURE:

1. Corporate Services will provide County Managers with Budget Working Papers, in electronic format, consisting of account detail for two prior year’s expenditures and the current year expenditures to June 30 plus the contract and agreement index by August 15 of each year.
2. The Manager of Finance will project routine operating expenses – (utilities, telephone, fuel, office expenses) for all departments. New program initiatives that will increase these expenses are to be identified by the Department Manager.
3. Unique program operating costs – (consulting fees, special projects, capital project requests, and new program initiatives); details will be provided to the Manager of Finance by September 01 each year.
4. The Manager of Finance will amalgamate the budget projections and present the first draft to the Chief Administrative Officer and Managers by September 30th each year for review, amendments and initial presentation to Council.
5. The Manager of Finance will incorporate the Approved Capital Asset Plan into the Budget. The first draft will be prepared for presentation to Council by October 30th each year.
6. The Chief Administrative Officer will schedule Budget Meetings with Council in October to review Operating and Capital Budget Projections.
7. Council will provide additional requests for Capital Projects to Administration for costing estimates and inclusion in projected expenditures, if required.
8. The Manager of Finance, will provide budget revenue requirements to Council; budget deliberations will determine short and long term financing requirements and the mill rate levy required to fund the operating and capital expenses approved.

9. Budget presentations from Boards, Commissions and Organizations that annually receive funding from the County, are to be provided to the County, by August of each year. If funding agreements are in place the organizations should present updates on their activities.
10. Final budget deliberations approved will initiate Administration presenting the Budget Request for Decision for Council Resolution.
11. Approval of the future year's budget will include Council review of the Reserve Allocations, all functional master plans and any initiative with Long Term Funding Requirements.
12. The approved budget is Council's Policy directive to Administration.
13. Expenditures not initially approved in the budget will require Council approval prior to an expenditure commitment being made. Administration will identify the General Ledger Account the expense will be paid out of and the amount and Reserve Account where the funds will be transferred from.

"Original Signed"
Chief Administrative Officer

January 22, 2010
Date

"Original Signed"
Mayor

January 22, 2010
Date