

Budget Process and Financial Policies

Budget Process

Revenue Committee – The revenue committee is made up of the Administrator/Controller, Deputy Administrator, Finance Officer, Treasurer, Deputy Treasurer, Equalization Director, Deputy Equalization Director, and Register of Deeds. Their purpose is to forecast the county's largest revenue source, property taxes, through the use of data, economic indicators, and statistical methods. The goal is to have a revenue target for approval by the Board of Commissioners at the board retreat.	October 2009 - December 2009
Phase I Budget Submissions – Department heads and elected officials identify and update performance measures and document progress made on strategic plan goals. Measures and progress are used to create the board retreat.	December 18, 2009
Citizen Survey – Citizen Survey data is collected and analyzed. Data is used to prepare board retreat.	January 29, 2010
Board Retreat – The Board Retreat is divided in to three presentations. First, the revenue committee reports its findings and revenue forecast. Second, The administrator's office reviews the expenditure changes for the coming year and proposes a budget target. Lastly, the administrator's office gives an update on the strategic plan objectives and metrics based on feedback from the Phase I budget submission and citizen survey.	February 16, 2010 & March 5, 2010
Phase II Budget Submissions – Department heads and elected officials submit significant changes to revenues and expenditures identify service efficiencies to be made in the coming year, and propose any capital items that could result in a return on investment.	March 31, 2010
Administrator/Controller's Office Review – Administrator/Controller reviews phase II submissions to assess progress toward target.	April 1-15, 2010
Phase III Budget Submissions – Department heads and elected officials enter budget in to online web forms	April 30, 2010
Budget Submission Review – The Administrator/Controller, Deputy Administrator, and Finance Officer review budget entries. Any questions about budget submissions are resolved with department heads and elected officials by the reviewer.	May 1-15, 2010
Budget Formation – The Administrator/Controller, Deputy Administrator, and Finance Officer prepare a balanced budget for recommendation to the Board of County Commissioners that is consistent with the targets from the board retreat and the Board's Strategic Plan.	May 15, 2010 – June 3, 2010
Budget Presentation – The Administrator/Controller's Office presents the recommended budget. The draft budget document is posted online for public consumption.	June 4, 2010
Public Hearing – The Board of County Commissioners receive public comment about the recommended budget.	June 15, 2010
Budget Adoption – The Board of County Commissioners makes any amendments and formally adopts the County Budget.	June 15, 2010

Budget Policy and Practice

Budget Amendments

The budget can be amended throughout the year (see Policy No. 1050). Amendments under \$10,000 can be done administratively. Amendments between \$10,000 and \$25,000 must be done through the Personnel & Finance Committee. All amendments over \$25,000 must go through Personnel & Finance Committee and then be approved by the full Board of County Commissioners.

Budget Definition

County Policy 1010 provides the following definition of balanced budget:

A balanced budget shall be adopted by the appropriate board at the department level for the General, Special Revenue, Debt Service, Capital Projects, Enterprise Funds, and Internal Service Funds.

Total anticipated revenue plus that portion, if necessary, of beginning Fund Balance or Budget Stabilization Fund must equal estimated expenditures of that Fund.

Financial Policies

The 2011 Jackson County budget has been prepared within the parameters of the fiscal policies established by the Board of County Commissioners. The Jackson County Fiscal Policies are contained in Section 1000 of the County Policy Manual. The following financial policies are included in Section 1000.

1000	Budget Resolution
1010	Balanced Budget Policy
1020	Additional Operating Appropriation Policy
1030	Capital Budget Policy
1040	Department Float Policy
1050	Budgetary Adjustment Policy
1060	Transfers Out / Appropriations Policy
1070	Unreserved Fund Balance Policy
1080	Budget Stabilization Fund Policy
1090	Public Improvement Fund Policy
1100	Delinquent Tax Revolving Fund Policy
1110	Interest Allocation Policy
1120	Inter-Fund Borrowing Temporary Cash Deficit Policy
1130	Investment Policy
1140	Grant Administration Policy
1150	Full Faith and Credit Policy
1160	Donation Policy
1170	Annual Audit