

Trinity Center Community Services District
Policy Manual

Policy Title: Accounting

Policy Number: 107

Date: May 6, 2008

- 107.10 Budget Preparation
 - 107.101 The TCCSD budget covers the fiscal year from July 1 to June 30. An annual budget proposal shall be prepared by a special committee assigned by the Board of Directors. The committee assignments will be made no later than the April CSD meeting. The committee shall consist of at least one, but not more than two board members and shall include the Chief of the Fire Department and/or the CSD General Manager.
 - 107.101.1 The budget shall be prepared according to Trinity County requirements.
 - 107.101.2 The budget is a valuable tool for financial management and shall be prepared such that reoccurring and anticipated costs can be tracked for consistency and performance to budget. Expenses with significant potential for cost reduction (as determined by the General Manager) shall be tracked as separate budget line items.
 - 107.101.3 Unspecified department expenses (i.e. Misc. Exp or Special Dept. Exp) shall not exceed 15% of the total budget.
 - 107.101.4 It is desirable to establish a reserve in the budget to cover costs not anticipated within the existing budget line items and to cover cost overruns in defined budget line items.
 - 107.101.5 Budget and Expense history from prior years may serve as a starting point for budgeting, but should not be adopted without careful consideration of future needs and goals.
 - 107.102 The proposed annual budget for the upcoming fiscal year, as developed by the budget committee, shall be reviewed by the Board of Directors at its regular meeting in May. The draft budget shall be provided to the Directors at least one (1) week prior to the regular May meeting.
 - 107.103 The proposed annual budget as amended by the Board during its review shall be voted on at its regular meeting in June. Budget approval requires a majority vote. Budget approval must be accomplished prior to the end of June.
- 107.20 Expense Tracking and Reporting
 - 107.201 Actual expenses shall be tracked on a monthly basis and reported at the regular scheduled Board meetings
 - 107.202 Total monthly and year-to-date expenses will be compared to expected or prorated budget values on a monthly basis.

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- 107.203 Line item monthly and year-to-date expenses will be compared to expected or prorated budget values on a quarterly basis
- 107.204 For purposes of comparing actual expenses to budget, all firm commitments will be included with the actual expenses even if payment has not yet been made.

- 107.30 The TCCSD annual budget is public information and will be provided to CSD constituents on request. The budget will also be posted on the community website (northtrinitylake.com). Monthly and Quarterly expenses are also available to the public and will be shared at all regular Board meetings.

- 107.40 The Treasurer will cause an independent annual audit of the TCCSD finances to be performed after the end of the fiscal year and will support the independent auditor with information as required. The audit report will be presented to the Board for approval.