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# Gold Mountain Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Budget Preparation

**POLICY NUMBER:** 2110

2110.1 An annual budget proposal shall be prepared by the General Manager

2110.2 Before review by the Board of Directors, the Board's standing Capital Improvement and Finance Committee shall meet with the General Manager to review his/her annual budget proposal.

2110.3 The proposed annual budget as reviewed and amended by the Capital Improvement and Finance Committee shall be reviewed by the Board at its regular meeting by April/May.

2110.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in May/June.

2110.5 A mid-year budget review will be conducted by the General Manager in February, and the Board shall make any adjustments to the budget that are necessary and adopt such changes during this meeting. The General Manager will present and discuss summarized updates of actual spend compared to budget plan at every Board of Directors Meeting.