

Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL



PROCEDURE TITLE:	District Funds & Budgets
PROCEDURE NUMBER:	1-60-PR-01
REVISION:	1
DATE ISSUED/REVISED:	DRAFT
FIRE CHIEF APPROVAL:	

The following Procedure shall detail the schedule and procedures as authorized under the current revision of Policy 0-02 “General Organization of the District and Strategic Direction” and Policy 1-60 “District Funds and Budgets”.

Date	Task	Responsible Mgr
At the regular Board meeting in September*	1. Annual Budget-Policy Recommendations: the annual Budget-Policy Recommendations report will be provided to the Board for review. Refer also to <i>Policy 0-02 “General Organization of the District and Strategic Direction”</i> .	Fire Chief
At the Facilities & Equipment Team meeting in September	2. Capital Repairs & Replacements Budget/Plan: staff to draft and submit revision(s) to the <i>Fund 6681 “Capital Repairs & Replacements”</i> for next fiscal year to the Fire Chief for review.	Fire Chief
At the regular Board meeting in October	3. Annual Budget-Policy Recommendations: the annual Budget-Policy Recommendations report will be adopted by the Board.	Board Chair (and Fire Chief)
At the regular Board meeting in October*	4. District Annual Budget: preliminary draft of expense budget for all District Funds submitted to Board; updated recommended schedule of asset replacement in <i>Fund 6681 “Capital Repairs & Replacements”</i> submitted for Board review.	Fire Chief
October 15 th	5. Property Tax Levy: Thurston County Assessor releases preliminary real property value statements for calculation of property tax for next fiscal year; updates released until first of next calendar year.	Thurston County Assessor, to, District Secretary
At the regular Board meeting in November*	6. District Annual Budget: secondary draft of expense budgets for all District Funds, incorporating revisions based on detailed review, submitted to Board.	Fire Chief (and District Secretary)
At the regular Board meeting in November*	7. Public Hearing: conduct public hearing to consider sources of revenue (RCW 84.55); Board consider & adopt a Resolution authorizing its tax levy for next fiscal year.	Board Chair (and District Secretary)
November 30 th	8. Property Tax Levy: file annual tax levy and budget with Thurston County Auditor & Board of County Commissioners (RCW 84.52.020).	District Secretary
At the regular meeting held in December	9. District Annual Budget: the Board will adopt the expense & revenue budgets for all District Funds for next fiscal year.	Board Chair (and District Secretary)

NOTE * -- may include other scheduled meetings or workshops as needed.