

Subject:	BUDGET PREPARATION AND ADOPTION
Section:	PPG# 6010
Chapter:	Fiscal Management
Effective Date:	7/1/98

POLICY

Budget Preparation and Adoption

The chief and administrative secretary will prepare the annual budget for consideration and adoption by the board of fire commissioners.

In preparing the annual budget, the chief and administrative secretary shall solicit the opinions of the board as members evaluate the various aspects of the department.

The board shall seek to maintain a cash reserve equal to seventy-five (75) percent of its potential annual revenue.

The reserve account is intended for the following emergency conditions:

1. Unanticipated revenue loss
2. Unanticipated emergency needs

For the emergency needs, the reserve account is broken down by the following percentages:

- 75% Leoff I medical
- 15% major apparatus repairs
- 5% emergency needs
- 5% small vehicle replacement

REFERENCES

Legal Reference: RCW 52.16.030 Budget for each fund
RCW 52.16.070 Obligations shall not exceed taxes,
revenues and cash balances

