

**BUDGET MANAGEMENT**  
**BOARD POLICY NO. 2.001**

I. Budget Calendar

Each August the Executive Cabinet will adopt a budget development calendar that identifies activities and sets dates for each step in the budget development process.

II. Budget Directives

In January and February of each year, the Working Group will give direction for budget development to include:

- A. Reaffirmation of mission;
- B. Resource allocation (set level of Reserve for Contingency and any special project reserve;
- C. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;
- D. Preliminary establishment of base budget for the JPA.

III. Budget Preparation

- A. On a quarterly basis, information will be provided to Cost Center managers that will include the status of current expenditures, and targets for the increases or decreases.
- B. Each JPA member will work with the working group and the Finance Committee in analyzing progress as they apply to the development of both revenue and expenditure plans. Included in this review will be any requests by JPA members to carry over funds previously allocated where the deadline to utilize those funds will expire during the coming fiscal year (See Board Policy No. **2.002** )
- C. No later than the last day of February of each fiscal year, Each JPA member will submit their respective budget to the Finance Committee in the prescribed format. The submission will clarify that the site budget has met the Executive Cabinet- approved budget development guidelines.
- D. Once the JPA receives the preliminary funding allocation from the state, the JPA members and the Finance Committee will begin preparation of the Consortium Fiscal Administration Declaration ("CFAD"). No later than May 1st of each fiscal year, the Finance Committee will obtain the signatures of all JPA members to the CFAD. Any disputes regarding the allocations to the respective members shall be resolved prior to that date. The Executive Cabinet will consider approval of the CFAD at the **[July Executive Cabinet meeting] or [on a consent basis at the August Executive Cabinet Meeting]**.

E. The Finance Committee will develop the annual budget with an objective of improving the equity among the JPA members.

#### IV. Budget Consolidation

The Fiscal Agent shall:

- A. Check forms for compliance with instructions;
- B. Check mathematical accuracy;
- C. Ensure that the aggregate of the budgets submitted is within the site allocation; and
- D. Enter the data into the computer and provide each site a copy of the budget for review.

#### V. Budget Presentation and Adoption

##### A. Preliminary budget

1. No later than the last Executive Cabinet meeting in March, the Executive Director will present the Preliminary Budget to the Executive Cabinet. No formal action is required by the Executive Cabinet on the Preliminary Budget.
2. Between the time that the Preliminary Budget is developed and the Final budget is adopted, changes to the budget will be made as additional information is received from the state based on the state budget adoption process.

##### B. Tentative budget

No later than July 1, the Executive Cabinet will adopt a Tentative Budget. This budget will reflect changes made to the Preliminary Budget.

##### C. Final budget

As prescribed by the California Code of Regulations, Title V, Section 58305, the Executive Cabinet will adopt a final budget for the JPA by May.

This budget reflects changes made to the Tentative Budget and provides the operational budget base for the fiscal year of adoption.

#### VI. On-going Member Responsibilities

It is the responsibility of each JPA Member to control the budget(s) within his/her site. The Executive Director will provide a monthly budget report and assistance in budget analysis and management as required.