

# West Klickitat Regional Fire Authority

## POLICY AND PROCEDURE

NUMBER: 501.01

2. SUBJECT: *Budget Preparation and Adoption*

3. POLICY: It is the policy of the WKRFA to plan for and establish its budget in a smooth, orderly process. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the Fire Chief, Administrative Manager, and officers of the WKRFA.

5. RESPONSIBILITIES:

A. The WKRFA Fire Chief and the Administrative Manager shall be responsible for preparing a preliminary Budget for the WKRFA Governing Board each year.

6. PROCEDURE:

A. This preliminary budget will be presented to the Board on or about October 15 of each year.

B. In preparing the preliminary budget, the WKRFA Chief and the WKRFA Administrative Manager shall:

1. Work with the County's Assessor's office to estimate tax revenues for the coming year.
2. Work with various personnel of this WKRFA who have program responsibility to determine their needs for the coming year; and
3. Work with vendors and suppliers (as necessary) to determine cost changes for the coming year.

C. After receiving the preliminary budget, the Governing Board shall convene one (or more) public meetings for the purpose of reviewing and adopting the Final Budget.

D. The WKRFA Administrative Manager shall be responsible for filing the adopted budget with the correct county and/or state authorities.